

**Richard A. McGee**  
**Correctional Training Center**



**Cadet Handbook**

**Basic Correctional Officer Academy**

**Class VI-08**

*March 10, 2008 – June 27, 2008*

*Revised January 2008*

## PREFACE

Welcome to the California Department of Corrections and Rehabilitation's (CDCR) Basic Correctional Officer Academy (BCOA). Your acceptance into the Academy is your threshold into an exciting and rewarding career with one of the largest and finest correctional systems in the world.

The Correctional Training Center (CTC) conducts an Academy training program designed to produce competent, qualified correctional peace officers who will enforce the laws of the State and provide service to the public by confining and supervising convicted felons.

Correctional Officers (CO) are responsible for protecting the public, staff, and inmates in a correctional institution environment. Institutions operate 24 hours a day, 365 days a year and COs must be willing to work any day or time as required. Candidates successful in the selection process and appointed as COs undergo a 16-week training Academy and a 2-year Apprenticeship Program. Due to the physical and mental aspects of the job and the institutional environment, COs should be mature, physically fit, and emotionally stable. The variety of assignments will require good leadership and motivational skills; good personal and social adjustment; and the ability to deal with others consistently and fairly. Only the most qualified applicants will complete all steps of the process and graduate from the Academy.

***It is imperative that you familiarize yourself with the contents of this Handbook and comply with the expectations listed.***

**You are required to complete the Cadet Handbook Test located in the Appendix section of this Handbook. You will be asked to turn in the completed Cadet Handbook Test to your Company Commander.**

# CALIFORNIA DEPARTMENT OF CORRECTIONS & REHABILITATION

## VISION

We will end the causes and tragic effects of crime, violence, and victimization in our communities through a collaborative effort that provides:

- Intervention with at-risk populations
- Quality services from time of arrest
- Successful integration back into society

## MISSION

To improve public safety through evidence-based crime prevention and recidivism reduction strategies.

## VALUES

We commit ourselves to principled leadership - a set of core values that guide our behavior:

**INTEGRITY** - We conduct ourselves professionally, achieving the highest ethical standards.

**ACCOUNTABILITY** - We take responsibility for our actions and the consequences.

**JUSTICE** - Everyone receives equitable process and fair outcomes.

**COLLABORATION** - Everyone supports mutual understanding of ideas, open exploration of our differences, and works constructively and cooperatively with our stakeholders.

**EMPLOYEE WELL-BEING** - We foster an environment that supports professional development and personal health.

# Memorandum

Date : February 17, 2004

To : All California Department of Corrections Employees

Subject: **ZERO TOLERANCE REGARDING THE "CODE OF SILENCE"**

The California Department of Corrections (CDC) is only as strong as the values held by each of its employees, sworn and non-sworn. How we conduct ourselves inside our institutions and in the Central Office is a reflection of those values.

The "Code of Silence" operates to conceal wrongdoing. One employee, operating alone, can foster a Code of Silence. The Code of Silence also arises because of a conspiracy among staff to fail to report violations of policy, or to retaliate against those employees who report wrongdoing. Fostering the Code of Silence includes the failure to act when there is an ethical and professional obligation to do so.

Every time a correctional employee decides not to report wrongdoing, he or she harms our Department and each one of us by violating the public's trust. As members of law enforcement, all Correctional Officers must remain beyond reproach. The public's trust in this Department is also violated by retaliating against, ostracizing, or in anyway undermining those employees who report wrongdoing and/or cooperate during investigations. There is no excuse for fostering a Code of Silence.

Your hard fought efforts to protect the public deserve recognition. Recently, however, the public's trust has been undermined by the operation of a Code of Silence within the CDC. To correct this problem we are taking steps to ensure the Department exemplifies integrity and instills pride. Part of this effort is the immediate implementation of a zero tolerance policy concerning the Code of Silence. We will not tolerate any form of silence as it pertains to misconduct, unethical, or illegal behavior. We also will not tolerate any form of reprisal against employees who report misconduct or unethical behavior, including their stigmatization or isolation.

Each employee is responsible for reporting conduct that violates Department policy. Each supervisor and manager is responsible for creating an environment conducive to these goals. Supervisors are responsible for acquiring information and immediately conveying it to managers. Managers are responsible for taking all appropriate steps upon receipt of such information, including initiating investigations and promptly disciplining all employees who violate departmental policy.

Any employee, regardless of rank, sworn or non-sworn, who fails to report violations of policy or who acts in a manner that fosters the Code of Silence, shall be subject to discipline up to and including termination.

  
RICHARD RIMMER  
Director (A)  
California Department of Corrections

  
RODERICK Q. HICKMAN  
Agency Secretary  
Youth and Adult Correctional Agency

## **California Department of Corrections and Rehabilitation**

### ***Code of Conduct***

As employees and appointees of the California Department of Corrections and Rehabilitation, we are expected to perform our duties, at all times, as follows:

- Demonstrate professionalism, honesty, and integrity;
- Accept responsibility for our actions and their consequences;
- Appreciate differences in people, their ideas, and opinions;
- Treat fellow employees, inmates and wards, families of inmates and wards, parolees, and the public with dignity and fairness;
- Respect the rights of others and treat others fairly regardless of race, color, national origin, ancestry, gender, religion, marital status, age, disability, medical condition, pregnancy, sexual orientation, veteran status, or political affiliation;
- Comply with all applicable laws and regulations;
- Report misconduct or any unethical or illegal activity and cooperate fully with any investigation.

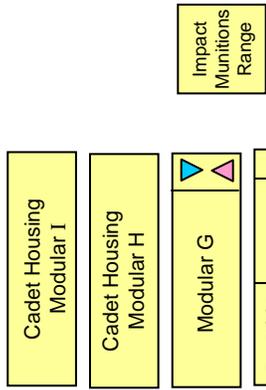
Midway Road Gate Entrance

Back Parking Lot

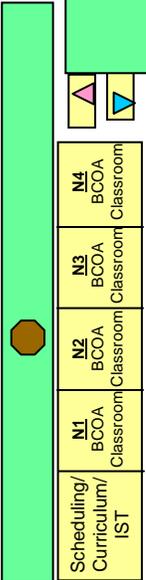
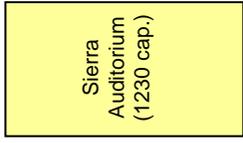
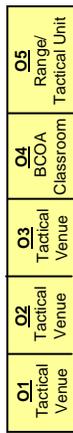
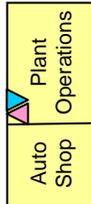
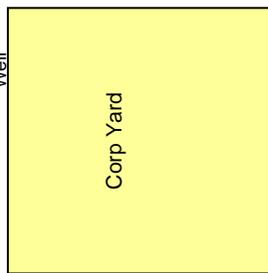
Map Not to Scale



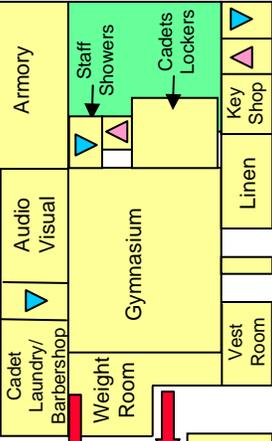
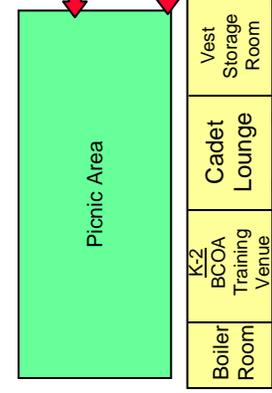
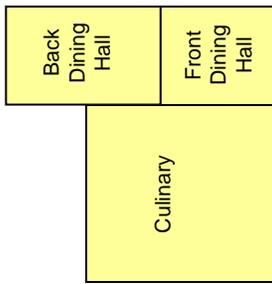
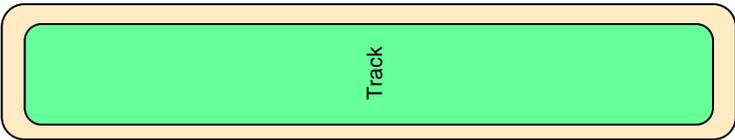
Designated Smoking Area



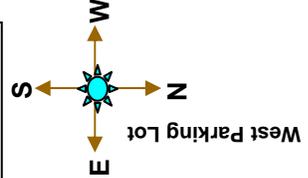
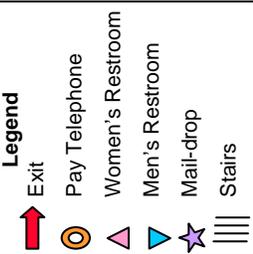
Haz Mat



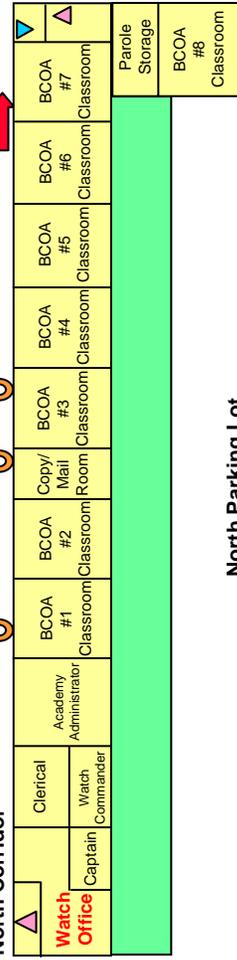
East Entrance



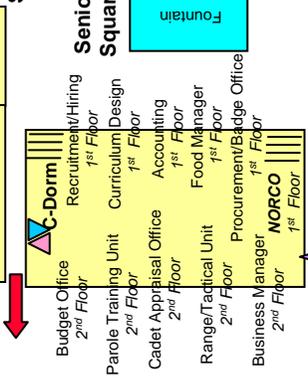
Parking Lot



Northwest Entrance

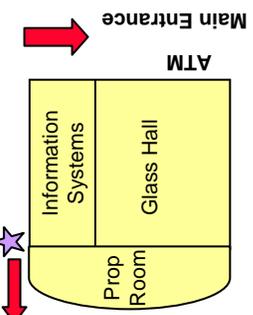


North Parking Lot

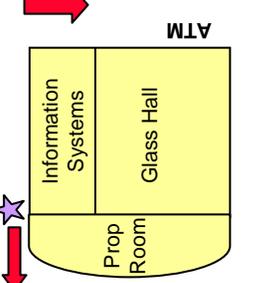


South Corridor

North Corridor



Main Entrance



Northeast Entrance

Midway Road

1D

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I. **BASIC CORRECTIONAL OFFICER ACADEMY REGISTRATION SCANTRON FORM**

Enclosed in this Handbook is an original Basic Correctional Officer Academy Registration Scantron Form, which is to be completely filled out and sent back to the BCOA, on or before **March 5, 2008**, prior to your reporting to the Academy. Please send the Scantron Form to the following address:

**Richard A. McGee Correctional Training Center  
Attention: Testing Office  
9850 Twin Cities Road  
Galt, CA 95632**

Instructions on how to properly fill out the Scantron Form are also located in the Appendix Section of this Handbook. This is a computerized form, so it is absolutely essential that you follow these instructions accurately and completely. **Do not duplicate, staple, tear, or fold any part of the Scantron Form. Use only a wooden Number 2 pencil to complete the form (do not use mechanical pencils). Do not use a ballpoint pen or other ink pens to fill in the form. Erase all incorrect marks completely.**

**Failure to return the Scantron Form to the Academy by March 5, 2008, could result in disciplinary action.**

## II. BASIC CORRECTIONAL OFFICER ACADEMY

The discipline built into the BCOA will require work from every candidate who intends to complete the training successfully. You will attend various classes five days a week, eight hours per day.

The BCOA Sergeant/Instructors are hired from institutions throughout the CDCR. Their combined experience, knowledge, and dedication will provide you with the basic skills necessary to become a knowledgeable and professional correctional peace officer. A Sergeant/Instructor will be assigned as your Company Commander (CC). The CC will be personally responsible to assist you during your stay and will prepare a written evaluation of your overall Academy performance. A Watch Sergeant is on duty 24 hours a day, 7 days a week, and is prepared to assist you at the times your CC is unavailable.

**If you drive your personal automobile to the Academy, it is mandatory that you utilize the assigned cadet parking area only.** You will be directed to these areas by Academy staff. There will be no cadet parking in spaces designated for CTC/Academy staff. **It is important that you keep your vehicle locked at all times. Inmates from Mule Creek State Prison are part of the daily work crews at the CTC. It is your responsibility to maintain a heightened sense of awareness at all times and follow all rules, regulations, and directives of the Academy staff.** No items are to be left unsecured in the open bed of pick-up trucks. During processing, you will be required to list the license number, color, make, and year of the vehicle you will be bringing on grounds. The vehicle must have valid registration tags. If later, you bring a vehicle on grounds, which has not been previously listed, you are required to notify the Watch Sergeant immediately and provide him/her with this information. Cadets will utilize the assigned areas of parking throughout the Academy. Cadets found in violation of this directive will be subject to disciplinary action.

**If you are being dropped off, family members and friends are to utilize the area for drop off ONLY and follow the directions of Academy staff.** *Extended visiting in the parking area on-grounds is **NOT** permitted at any time during the Academy.*

If you will be traveling to the CTC via public transportation, the Academy will provide transportation from Sacramento International Airport, Greyhound Bus Terminal in Sacramento, and the Amtrak Station in Sacramento. Arrange your transportation so that you can meet pick-up times. You must contact the Academy at (209) 744-5044, at least one week prior to your starting date, to coordinate transportation from these locations.

## A. Upon Arrival at the Academy

Your first day at the Academy is devoted to processing and orientation. In the event of an emergency, or if you are not able to report to the Academy by the time indicated in your contact letter from the Office of Peace Officer Selection, you are expected to call (209) 744-5044, and advise the Watch Sergeant on duty that you will not be reporting as scheduled, and what your estimated time of arrival will be.

It is imperative that each cadet report to the Academy well groomed and in **business attire** (**NO** denim of any color or kind, sweat suits, or tennis shoes). Attire must be conservative, non-form fitting, and male cadets must wear collared shirts that are designed to be tucked into trousers. **(For grooming standards and expectations, please reference Pages 10 and 11 of this Handbook.)** Upon your arrival at the Academy, you will go through a check-in process. During this processing, you will turn in the **completed forms** located in the Appendix of this Handbook. You will receive a room assignment and have a picture identification card made that you must carry on your person and present upon request, throughout the remainder of the Academy.

After duty hours, you will have the opportunity to purchase supplies from the CTC Recreation Fund Store (Canteen), including school supplies and other personal items needed for your stay at the Academy. The CTC Recreation Fund Store will be open and available for you to purchase various items throughout your duration of the Academy. Please call (209) 745-4661, if you have any questions. The physical fitness uniform can only be purchased at the CTC Recreation Fund Store.

The following information is required for the first day of processing. Failure in providing the information below may delay your benefits.

1. Spouse's full name, date of birth, Social Security number, work address, Zip code, and work telephone number.
2. Dependent(s) full name(s) and date(s) of birth.
3. Personal physician's address, Zip code, and telephone number.
4. Name(s) of person(s) to be notified in case of emergency, their home/work phone and addresses, including Zip code(s).
5. Make, year, license number, and color of vehicle to be parked at the Academy.
6. You are required to provide the name, Social Security number, address, phone number, and age of your designee(s) (this is the person or persons you designate upon your death to receive all State pay warrants that would have been payable to you).

Towards the end of the first day, or on the second day of the Academy,

you will be assigned to a Company (about 40 cadets) and be introduced to your CC. Your CC will pick a Junior Company Commander (JCC) from among your group to assist the CC. Four squad leaders will also be chosen by the CC and will assist the JCC in assembling the Company for formation events. The CC will choose a Guideon Bearer who will carry the Company flag to all events except for Cadet On-Site Institutional Training (COSIT) and Range Training.

## **B. Preparing for the Academy**

For your attendance at the Basic Correctional Officer Academy, be prepared to spend approximately \$500 for uniforms, equipment/accessories, athletic gear, and school supplies. Additionally, by Week 11 of your training, you will be required to have an equipped "Sam Brown" duty belt. (It is also recommended that you purchase and bring with you baby shampoo and non-oil based soap for decontamination of chemical agents.)

**In order to expedite the registration process, it is required that all cadets pre-order the mandatory athletic gear from the CTC Recreation Fund Store.** Specifically, you are required to purchase a minimum of one of each of the items listed below.

- Laundry bag.
- Athletic T-shirt (*it is highly recommended that cadets have a minimum of two T-shirts*).
- Athletic sweat shirt.
- Athletic sweat pants.

There are two Recreation Fund Store Order Forms located in the back of this Handbook. The address and telephone number are listed on the top of the form. One form is for the mandatory items to be purchased at the Recreation Fund Store and the other form is for other optional items.

**Selected items and payment are to be mailed to the Recreation Fund Store a minimum of three weeks prior to the start date of the Academy.** The physical training windbreaker is a seasonal purchase. It is mandatory from October through May, as part of the physical training uniform.

The non-mandatory Recreation Fund Store Order Form lists items that are approved accessories, and can be purchased through any authorized uniform vendor of your choice or through the Recreation Fund Store.

You have the option to purchase as many items listed on the form as you wish. You will have access to the Recreation Fund Store before and after duty hours for other purchases.

Cadets requesting reasonable accommodation for a known limitation while at the Academy must submit any/all supporting documentation, along with a Reasonable Accommodation Request Form (CDC 855) to their respective Program Sergeant during the first week of the Academy. The Reasonable Accommodation Request Form will be made available to cadets during the registration process. Cadets must complete and submit the form to their respective Program Sergeant before Friday of Week One of the Academy, before the end of their duty day. Each request will be reviewed by Academy staff on a case-by-case basis.

Requests for a reasonable accommodation discovered after Week One of the Academy will be accepted at any time during the Academy, and will also be reviewed by Academy staff on a case-by-case basis.

**If the Office of Peace Officer Selection has made the determination that you meet medical guideline requirements and they have set upon you conditions of employment (i.e., corrective lenses, insulin, etc.), you must report to the Academy with these items or you will be sent home. If you bring any injectable medications and/or syringes onto Academy grounds, they must be declared to the Watch Commander, as security precautions must be taken because inmates are on grounds.**

### **C. Cadet Uniforms**

**Beginning the second half of the first day of the Academy, cadets will be required to be attired in regulation jumpsuits (coveralls), with the new CDCR arm patches. Cadets will be required to have a minimum of two pair of coveralls. Expect to pay \$60 to \$100 per pair of coveralls. You can purchase the CDCR-approved jumpsuits at uniform supply stores throughout the State. **Jumpsuits are required and must be purchased prior to your arrival to the Academy. The CDCR-approved battle jacket is seasonally mandatory, October through May, and should also be purchased prior to your arrival.****

The jumpsuit specifications are as follows:

- ◆ Medium forest green color (CDCR approved).
- ◆ Polyester, 35% cotton twill fabric.
- ◆ Regulation CDCR arm patches.
- ◆ Basic design shall be with zipper breast pockets and pencil pocket on sleeve and/or breast pocket, unlined; bi-swing back; elastic at waist.
- ◆ Short sleeve.
- ◆ Normal utility pockets.
- ◆ Belt loops required.
- ◆ There shall be a heavy duty zipper, full front, with automatic lock.

- ◆ No badge may be worn or sewn onto the coveralls while at the Academy.
- ◆ Plastic nametags will be provided the first day of the Academy and will be worn at all times with the coveralls.
- ◆ Cloth nametags are not allowed.
- ◆ Pant legs *worn* bloused.

**Note:** Cadets will be responsible for cleaning their own uniforms during the Academy.

The cadet uniform includes the following:

- a. White crew neck T-shirt.
- b. Uniform boots that are black plain-toe leather that will be highly shined at all times (no metal-toe or cross-toe stitching boots) and black socks.
- b. Uniform neat, clean, and pressed.
- c. Buttons fastened and/or pockets zipped at all times.
- d. Academy-issued nametag is worn centered over the **right** pocket of the **outer garment**.
- e. Whistle: gold in color, without chain. To be worn at all times with the uniform on the strong side.
- f. Black leather basket weave utility belt (Sam Brown) with brass buckle and (not worn until Alarm Response Training, but will need to be purchased by Week 11 of the Academy):
  - Black leather basket weave handcuff case with brass snaps.
  - Black leather basket weave glove pouch with brass snaps.
  - Motorola D-ring radio swivel.
  - Four black leather basket weave belt keepers with brass snaps.

**Note:** The key holder and flashlight holder should fit on this belt.
- g. Black leather basket weave duty belt, 1-3/4-inch width with gold, 2-inch square, four-sided metal buckle and will be worn with the jumpsuit.
- h. Key holder: black basket weave with gold colored key clip, worn on strong side in line with seam of pant leg. No more

than four keys and one whistle on key ring.

- i. Wallets carried in rear pocket.
- j. Cap worn outside only. No hair showing on forehead.
- k. Windbreaker will be worn with the PT gear. The windbreaker is seasonally mandatory, October through May. (Windbreaker to be purchased at the CTC Recreation Fund Store.)
- l. CDCR approved battle jacket must be worn as any other jacket, snapped, or zippered to the top, unless instructed otherwise by Academy staff. The battle jacket is seasonally mandatory, October through May. When mandatory, the battle jacket must be worn until noon, when outside of the classroom. After noon, wearing the battle jacket is optional, when outside of the classroom.
- m. Flashlight: black, plastic, or aluminum. Maximum length of 11". To be worn for specified classes or COSIT.
- n. While on Academy grounds, cadets must carry the CDCR Picture Identification (ID) and present it upon request. During COSIT, cadets will adhere to institutional and Departmental policies concerning ID.
- o. When in uniform, two Cadet Incident Cards (Blue Cards) must be carried in the right breast pocket of the jumpsuit and available when in PT gear.
- p. When cadets are in their jumpsuit uniform, they must carry a pocket-size notebook on their person at all times.
- q. Sunglasses are not a part of the cadet uniform. However, prescription sunglasses are permitted.
- r. Backpacks are not allowed to be worn while in uniform. Daily workbooks may be carried in a binder, or a small, conservative color/style book bag or tote bag; the bag must be carried on one shoulder, not across the body.
- s. Upon successful completion of CPR/First Aid Training, cadets will be issued a "Microshield" (breathing apparatus), which becomes part of the cadet uniform and the Correctional Officer uniform, upon graduation.

Cadets will be required to purchase a minimum of one long sleeve Class "B" shirt and Class "B" pant. The uniform must meet the specifications outlined in the Department Operations Manual (DOM), Section 33020 – Uniforms. Uniform vendors will be on Academy grounds during Week 10 of the Academy to start fitting cadets with

their Class “B” uniform. The uniform must be purchased, and the purchase verified by the Academy’s uniform coordinator, no later than Week 14 of the Academy. Expect to spend approximately \$200 per set of uniforms.

It is expected that you wear the uniform properly and take great pride in the maintenance of your uniform. The CDCR uniform and the Academy’s physical fitness uniform **can not** be mix matched with civilian attire. Wearing the uniform improperly is considered the same as being out of uniform. If off-site cadets wear uniforms while traveling to and from home, a cover shirt must be worn (uniforms should not be worn in public).

**D. Alternate Uniforms for Specialized Training**

Alternate uniforms will be worn during the following training:

1. Physical Fitness and Arrest & Control Uniform

- ◆ PT sweat shirt.
- ◆ PT T-shirt.
- ◆ PT shorts.
- ◆ PT spandex shorts (gray only) may only be worn underneath PT shorts.
- ◆ PT sweat pants.
- ◆ Tennis shoes and white socks.
- ◆ Windbreaker.
- ◆ Black knit beanie cap (may only be worn during outdoors PT classes, during inclement weather).
- ◆ Rain coat during inclement weather (must be purchased at the Recreation Fund Store).

All cadets must report for PT wearing the complete PT uniform. If, after training starts, you wish to remove the sweat shirt and/or sweat pants, you may do so but you must have on the proper CDCR T-shirt and shorts underneath. Clothing must be neatly folded, stored and placed in designated area. Sweat pants must be put back on before leaving the PT area for breaks and class dismissal. **PT shorts can only be worn in PT areas.**

Once you have completed PT for the day, you will be given time to shower and change into the appropriate uniform for the next block of instruction.

2. Range, Chemical Agents, Impact Munitions, and Alarm Response Uniform

- ◆ CDCR jumpsuit.
- ◆ Uniform Boots.
- ◆ CDCR uniform cap.
- ◆ Rain gear must be clear or olive green in color. No

- ◆ camouflage. No ponchos.
- ◆ During inclement weather, thermal clothing may be worn under jumpsuit.
- ◆ The utility belt must be worn over the duty belt during Alarm Response training.

3. Expandable Baton Uniform

- ◆ PT shorts.
- ◆ PT spandex shorts (gray only) may only be worn underneath PT shorts.
- ◆ PT tee shirt.
- ◆ PT sweat pants.
- ◆ Black duty belt.
- ◆ Tennis shoes and white socks.

The following guideline will be utilized on a daily basis to determine what the appropriate uniform is for the course of the day.

<u>Course(s)</u>	<u>Uniform</u>
Classroom Curriculum -----	Jumpsuit all day
Curriculum/PT/Curriculum -----	PT gear/PT gear/Jumpsuit
Curriculum/Lunch/Tactical -----	Jumpsuit/PT gear
Curriculum/PT/ Tactical-----	PT gear all day
Emergency First Response-----	PT gear all day
PT/Curriculum-----	PT gear/Jumpsuit
PT/Tactical/Lunch/Curriculum-----	PT gear/PT gear/Jumpsuit
PT/Curriculum/Tactical-----	PT gear all day
PT/Alarm Response -----	PT gear/Jumpsuit
Alarm Response-----	Jumpsuit all day
Tactical -----	PT gear all day
Tactical/Lunch/Curriculum -----	PT gear/Jumpsuit
Range or Chemical Agents -----	Jumpsuit all day
ERS in the morning/Curriculum-----	PT gear until lunch/Jumpsuit
ERS in the morning/Tactical-----	PT gear all day
ERS in the morning/Alarm Response-----	PT gear/Jumpsuit

**E. Uniform and Grooming Guidelines**

Per DOM, Section 32020.6, the following minimum guidelines are adopted for all cadets:

1. Male cadets will be clean-shaven every morning. Neatly trimmed

mustaches are permitted. Mustaches shall not extend below the corner of the mouth. Waxed ends or points are not allowed. **No beards or goatees are permitted.** Cadets with rapid beard growth may be required to shave twice a day.

2. Sideburns shall not extend any lower than the middle of the ear. The maximum width at the bottom of the sideburns shall not exceed 1 1/2 inches.
3. You are reminded that your **hair is to be in compliance with departmental grooming standards, prior to your arrival at the Academy.** For your convenience, there is a barbershop located at the Academy. Hours of operation are 1600 hours every Wednesday. Appointments can be made in the Canteen, prior to each week. The cost of this service averages \$8-\$10 per hair cut.
4. Hair shall not be styled or combed forward any lower on the forehead than the employee's eyebrow; measured from the high point of the eyebrow and shall not be visible on the forehead when the uniform hat is worn. Hairstyle and length shall not impede, restrict, or detract from the proper wearing of the uniform hat. Hairstyle and color shall not detract from the uniform. Male employee's hair shall not extend below the top of the shirt collar while sitting or standing in an erect position and shall not cover any part of the outside portion of the ear.
5. Female employee's hair, including braids, shall not extend below the bottom of the collar, and shall be off the ear. If the hair is long, it shall be worn up in a neat style. The hair shall also be styled in a manner that does not impede with the proper wearing of the uniform cap. No decorations in the hair are permitted and hair clips and/or pins shall match the color of the hair.
6. Jewelry:
  - a. Wedding bands shall be the only ring(s) worn. (Per Department of Personnel Administration rules, reimbursement shall not exceed \$100). Precious or semi-precious stones shall not be worn (except in wedding bands).
  - b. There shall be no visible chains or necklaces worn with the uniform.
  - c. Medical Alert bracelets may be worn.
  - d. Wrist watches shall be the only jewelry worn on the wrist. No watches shall be worn on chains or pinned to the uniform.
  - e. NO earrings will be worn with the uniform.

7. Fingernails shall not extend more than 1/4 inch beyond the tip of the fingers. Nails shall be neat and clean. Fingernail polish, if worn, shall be clear in color. French manicure is permitted.
8. Female employees may wear cosmetics that blend with or match the natural skin tone of the employee. False eyelashes are not permitted. Lip protection is to be clear and non-glossy. Lipstick is not allowed.
9. Cadets shall not wear ring/stud earrings or other jewelry decoration/ornament on or in the nose or tongue while in uniform. Additionally, there will be no jewels, ornaments, or rings/studs worn on the visible facial areas.
10. Cadets will not be allowed to utilize and wear backpacks while in uniform. Daily workbooks may be carried in a binder, or in a small book bag or tote bag; the bag must be carried on one shoulder, not across the body.

**F. Cadet Off-Site Housing**

The Academy offers cadets the option of residing on-grounds, as well as off-grounds at the cadet's own expense.

***Cadets who wish to reside on-grounds need to inform the Office of Peace Officer Selection at the time of confirming their employment. Housing will be provided for you at the Academy.***

***Cadets desiring to live off-grounds need to also inform the Office of Peace Officer Selection of their choice to reside off grounds.***

Upon registration, cadets residing off-grounds will be required to provide the address and phone number of their off-site residence.

General Information

1. Lockers and showers:

All cadets residing off-grounds will have lockers made available to store PT uniforms and personal items. Each cadet will have **ONE** locker and will tape a 3" x 5" ID card to the locker showing the cadet's name and control number. Lockers **must** be secured at all times with a State-issued padlock provided by the Academy. Shower facilities will also be available to accommodate cadet hygiene needs. Cadets residing off-grounds are also responsible for the cleanliness of this area.

OFF-SITE LOCKER ROOMS

Male cadets – Gymnasium and Overflow Room G-223

Female cadets – Room S-9, S-10, and S-11

## 2. Meals:

Meals for cadets are provided at the Academy's Culinary three times per day. During the week, your Company's duty schedule will identify the hours you can report to the Culinary. Off-site cadet residents **will not** receive meal per diem to dine off-site, but will be allowed to dine in the Culinary.

## 3. Travel Reimbursements:

Cadets will not receive mileage reimbursement when traveling to and from the Academy on weekends. Cadets will be reimbursed when traveling to the Academy on their report date **only**. This reimbursement will be for mileage, airline tickets, or bus fare. This process will be explained further during the Accounting orientation.

### **G. Change of Housing**

Cadets that elect to change housing arrangements, consisting of off-site to on-site or on-site to off-site housing, will be required to fill out the necessary request form and receive approval signatures from your CC and the Program Lieutenant. Requests must be received five working days in advance. Cadets will not be allowed to switch back and forth, once a change is made.

Cadets assigned to on-site housing may be approved to stay off-site, because of an emergency situation. However, all requests must be approved by the Academy Administration. This policy will only apply to requests made for Monday through Thursday.

### **H. Cadet On-Site Housing**

1. Cadets must maintain their assigned housing in accordance with the following specific directions. These guidelines are necessary to afford and promote clean, healthy, safe, secure, and orderly living conditions for all cadets. Failure to comply with established policy in this area is a disciplinary issue and displays a lack of respect for fellow cadets and staff.
2. Rooms must be **clean** and **orderly at all times**. Floors will be swept, mopped, or vacuumed. Surfaces will be free of dust. Sinks will be clean; hand soap is the only item that may be left on the sink. Trash will be in wastebaskets and wastebaskets will not be left full. Tops of dressers, desks, or lockers will have nothing on them except a clock (no clock radios) and one personal photo frame (per cadet) no larger than 4" x 6." Nothing will be attached to the walls, doors, or inside/outside of lockers, unless instructed.
3. Nothing shall be left on the floor, with the following exceptions: Each cadet may leave **one** luggage item (closed) and **two** pair of footwear,

per cadet, **neatly under** each bunk. Within closet areas (with or without doors), cadets may store additional items on the floor, in an **orderly manner**. All other personal items, including books and clothing, must be put away neatly into lockers, footlockers, dressers, closets, or duffel bags. Personal furniture, including cardboard dressers, folding chairs, and rugs are not authorized.

4. Rooms must be secure. Personal and valuable items (i.e., wallets, money, jewelry, identification, personal information, electronic devices, keys, duty equipment) must be **locked** away.

***In Q, R, S, T, and U housing, these items must be put away.***

***All padlocks and lockers must be locked any time you are not within immediate control of your property. There will only be one locker assigned per cadet, with a State-issued padlock provided by the Academy.***

Cadets will be provided State-issued padlocks to secure their personal belongings. Because inmates are on CTC grounds daily, Academy staff will conduct routine living quarters inspections and inspections in the gymnasium locker rooms, opening cadet lockers, to ensure that the health, safety, and security of the facility is maintained.

When a cadet is assigned a bed, he or she will automatically be assigned the locker, footlocker, or dresser drawer that corresponds with their bed number. Cadets will ONLY use the locker, footlocker, or dresser drawer that is assigned to them. On the 3" x 5" card that is affixed to the door, the cadet will legibly print their bed number, their name (last name, first name), and their control number.

- E DORM – Cadets may have one small single-bulb desk lamp. Affix an ID card to each piece of luggage.
  - F DORM – Store no valuable items in dressers. Inmates have access to these living areas. If you use under-bunk storage, affix an ID card to the luggage.
  - G DORM – Affix an ID card to each piece of luggage.
  - H and I DORMs – Store nothing on the tables. Affix an ID card to each piece of luggage.
  - Q, R, S, T, and U ROOMs – All valuable items must be stored out of sight and windows must be secured closed. Affix an ID card to each piece of luggage. Items will not be stored on or around the air-conditioner/heating unit. Showers must be cleaned often and allowed to ventilate. Do not store items in the shower.
5. Beds will be made daily, uniformly, and nothing will be left on them. Only Academy issue bedding will be on the bed. **Personal** items will

be put away. A **white** towel, folded neatly, may be hung on the end of each bed area, if hooks are not available on lockers. Dirty clothing may be stored in a laundry bag.

6. **Water** is the **ONLY** consumable item allowed in cadet housing. No food items are allowed.
7. If you would like to use dietary supplements, i.e., powdered drink mix, protein bars, etc., you must store the container in a vehicle. However, you may have a one-day supply in your possession or room.
8. Cadets will not go to or from common area showers or restrooms without being fully clothed. Room doors will be closed at all times. Common areas, showers, and restrooms will be clean every day. All trash will be picked up and the trash can emptied into the dumpster. The janitorial room will be kept clean and orderly. Cleaning schedules for the common areas are posted.
9. All electrical items (lights, air conditioner, hair curler, etc.) will be shut off when not in use and need to be secured. If the heater/air conditioner is used, the windows must be closed. A Care of Living Quarters memorandum is posted in all dormitories.
10. Cadets are prohibited from possessing sexually explicit materials, defined as personal photographs, drawings, magazines, and pictorials showing nudity. Materials found in the possession of cadets will be treated as contraband and disposed of or mailed at the cadet's expense, and you will be subject to progressive discipline, up to and including termination.
11. Cadets are required to **legibly** fill out **two** *Living Quarters Inspection Checklist Forms* with their room number, names, and control numbers. They will leave the completed forms on a table or dresser top just inside of their door for use by staff inspecting rooms and/or dorms. If a form is used, the cadets will obtain another form from their CC and fill it out to replace the used form. There should always be **two completed** forms in each room or dormitory. Failure to have a form present for use by inspecting staff will be a "gig" (Cadet Incident Card) for every cadet in the room.
12. Cadet uniforms will be secured in lockers at all times. Uniforms may be hung in closet areas in rooms with no locker or footlocker. **Nothing** is to be left hanging from fixtures, blinds, thermostat, etc.

#### **I. Cadet Daily Departure and Return Procedure**

1. Exceptions to Academy arrival and departure procedures, must be with **PRIOR** approval from the Academy Commander or designee, and will normally be in writing.
2. Cadets must notify the Watch Office when they realize they are going to be late for duty or curfew. They must provide that notice **PRIOR** to

being late.

3. Cadets must sign-out immediately prior to departing grounds and must sign-in immediately upon re-entering the Academy buildings. **The sole entry and exit point for the CTC is the Front Entrance (Glass Hall or Watch Office Foyer).** This applies to all situations, whether the cadet is going to the parking lot to **leave grounds or to just get something from their vehicle.**
4. The North Corridor will not be used when traveling to or from Glass Hall, when entering and exiting the Academy. This applies whether cadets are in uniform or in civilian attire. Cadets leaving the classrooms in the North Corridor due to breaks, must use the closest corridor exit in order to minimize traffic. Cadets will only use the South Corridor and Senior Square route to enter and exit the Academy. Cadets with classrooms in the North Corridor will use the mezzanine areas (walkway between the buildings) to go from North Corridor to the South Corridor). Cadets will always use the closest entrance/exit doors nearest their classroom in the North Corridor. The North Corridor is also off limits at the conclusion of a physical training class in Glass Hall.
5. Cadets wishing to run on the track after duty hours must sign-out in their Company Log Book before accessing the track. Upon completion of their run, cadets must sign-in on the Log Book.
6. Cadets going to their vehicles before or after duty hours to use their cellular telephones must sign-out in their Company Log Book and sign back in upon their return.
7. Cadets may not access the parking lot during their duty hours or lunch hour. **Contact the Watch Office in emergencies.**
8. Cadets may not leave their vehicle at the Academy entrance for the purpose of signing the log, and must inform their families not to park there when picking up or dropping off cadets.
9. Cadets will be disciplined for failing to sign-in/out properly (wrong line, wrong time, omitting time, signature, etc.). If a mistake is made, draw one line through and make the correction. Liberty logs must be legible.

#### **Cadets residing on-grounds:**

- Must be in their rooms Monday through Thursday nights, with lights out, by 2300 hours (Quiet hours: 2300–0430 hours). During quiet hours, cadets must be in their living quarters, quiet, and have their lights out, in consideration of other cadets. Cadets returning from liberty must sign in no later than 2250 hours. This will allow time to report to your room and have the lights out by 2300.
- May remain off-grounds from the end of their scheduled duty day Friday until the start of their scheduled duty hours on Monday.

- May *not* remain off-grounds Monday through Thursday nights without prior written approval. (Emergencies require contacting the Watch Office.) Please refer to Section G – Change of Housing.
- Cadets returning to Academy grounds during quiet hours (Friday or Saturday night: 2350-0500 hours; Sunday through Thursday night: 2300-0430 hours), will be permitted to return to their room, but it will be documented.
- May sign-out and depart grounds no earlier than 0500 hours, Monday through Sunday.

**J. Daily Activities**

The Academy day will consist of eight hours of academic and physical instruction. The hours of instruction will vary. **It will be the responsibility of each cadet to strictly adhere to the schedule. The day will be completed at the end of the scheduled duty day. Breaches of punctuality may result in progressive discipline.** Personal ethics and punctuality are continually stressed, as this is a key aspect of a CO's career.

Academy facilities and assigned living areas are subject to inspection at any time. Cadets are responsible for the daily cleanliness of the living areas. Dormitories may be inspected daily at any time (without notice) by BCOA staff.

**K. Cadet Behavior Expectations and Attitude**

While you are living and training at the Academy for the next 16 weeks, your presence and demeanor are expected to be a credit to yourself, and to the CDCR. Do not engage in unprofessional behavior that may tarnish your newly chosen career. It is your responsibility to conduct yourself in a mature, responsible manner at all times, both **on- and off-duty**. You, as a cadet, are to conduct yourself in an exemplary manner and perform all duties thoroughly and precisely. You are to carry out all lawful orders and instructions given by staff. You will not commit any acts, either during or outside of scheduled duty hours, that are unbecoming to public service and which might reflect unfavorably upon yourself or the CDCR. Unethical behavior, which includes attempting to circumvent examination programs or dishonesty, will not be tolerated. You will be subject to progressive discipline, up to and including termination.

**You are required to comply with all departmental policies and procedures. Additionally, you are responsible to become familiar with and abide by the basic Academy rules.**

**L. Medical**

1. There are no doctors on the Academy grounds. Medical care is

limited to standard first aid and medical emergency contact through local 911 assistance. The Academy does not provide any prescription or over-the-counter medications for cadets.

2. If you have prescription medications that you must take, and they have been declared and approved during your pre-employment medical screening, you are **NOT** required to declare them during check-in. However, the medications must be kept in your possession or secured in your room at all times.

If you have prescription medications that you must take and you have not notified the Office of Peace Officer Selection and had them approved prior to arriving at the Academy, you are **REQUIRED** to declare them at the Medical Station during check-in.

You may have and use any over-the-counter (OTC) medications such as Tylenol, cough suppressants, Motrin, etc., at anytime during the Academy. These OTCs **DO NOT** have to be declared or approved. However, they must be in your possession or secured in your room at all times.

3. If you obtain a **prescription medication** during your stay at the Academy, you must declare it by notifying your Company Commander immediately, so appropriate security measures can be adhered to. If he/she is not available, notify the Watch Sergeant/Lieutenant.
4. **Immediately** report any injury or illness to staff. Report any injury or illness occurring after hours to the Watch Sergeant as soon as possible. Emergency first aid items may be obtained from the Watch Sergeant.
5. If you become ill or suffer an injury before your class (especially PT), you must report to your class and report your illness or injury to the instructor immediately.
6. If you are residing off-grounds and call in sick, you will be required to comply with the following procedure:
  - a. You must go to a doctor **that** day and obtain a written verification/identification of the illness or injury including return-to-work status and limitation(s).
  - b. Upon returning to your residence, you must call in and report to the Watch Office concerning your condition and the doctor's evaluation and an estimated time of return to the Academy.
7. It is your responsibility to ensure that any work restrictions are documented by the doctor, provided to you, and delivered to the appropriate Academy staff for evaluation. You will be responsible for turning in all paperwork received by the doctor/hospital staff immediately following your return to Academy grounds.

8. **Physical injury, personal illness, or absences of any kind that result in the cadet being absent from mandatory courses, or excess amount of curriculum hours, may result in the cadet's inability to complete the Academy.**

**M. Academy Rules**

1. When reporting to any staff member's office, knock on the door and enter only when advised to do so.
2. At all times cadets shall preface their questions or statements with "Sir/Ma'am/Officer/Sergeant/Lieutenant/Captain/Cadet \_\_\_\_." Refer to Officers/Sergeants/Lieutenants/Captain by title and last name only, not by their first name. **Cadets will project their voice so that they can be clearly heard and understood.**
3. At all times, cadets are expected to acknowledge and greet all custody and non-custody staff (i.e., "Good morning, Good afternoon, etc.). When staff are not in uniform, and rank can not be determined, then cadets will greet them as "Sir" or "M'aam."
4. Read the cadet message bulletin board located in the assigned areas **frequently**. Important messages are placed there throughout the day. Emergency messages will be hand delivered.
5. No loud or boisterous noise will be allowed at any time in the living areas. Profanity will not be used.
6. Personal entertainment devices may not be operated while on duty. When operated off-duty, earphones must be used and only in secure areas (i.e., living quarters, Canteen lounge, weight room). Cadets are not allowed to walk around Academy grounds with earphones or headphones on. When not being used, cadets will secure their property Inside lockers (see Page 31, Recreation). Cadets leaving devices unsecured are subject to disciplinary action.
7. In an effort to extend to all staff the courtesy of living on grounds, you are required to be in your assigned rooms or dormitories by 2300 hours with lights out, Sunday through Thursday nights, and 2400 hours on Friday and Saturday nights. Cadets returning from liberty must sign in no later than 10 minutes prior to curfew. This will allow time to report to their room and have the lights out by the 2300 or 2400 hours curfew time.
8. **Inter-room or dorm visiting is not allowed.** Cadets are not permitted within living quarters to which they are not assigned.
9. All classroom breaks will be either in the classroom, outside the buildings, or other designated break areas. Cadets will remain quiet and not loiter in the halls during duty hours.
10. You must be punctual. **Tardiness is unacceptable and is a**

**cause for progressive discipline.** Late arrivals will be documented.

11. At no time will you have your hands in your pockets unless you are retrieving an item.
12. You will not chew gum, nor will you have toothpicks dangling from your mouth. Sunflower seeds and nuts with shells may be eaten off duty only. Shells must be deposited into a container, not left on the ground.
13. You will not lean against, or put your feet on the walls, or sit or squat on the floor in the corridors.
14. You will not stand in doorways, entrances, or exit paths. Keep the center of corridors clear and no loitering near classes in session.
15. Cadets will not loiter or take classroom breaks on Senior Square. Cadets will only be on Senior Square when in formation. When utilizing the Senior Square walkway connecting North and South Corridors, cadets will walk to the right, keeping the center of the walkway clear. The walkway is considered a covered area and hats do not need to be put back on.
16. You will not put your feet on furniture or sit on the arms of couches or chairs. Do not polish your shoes on the furniture. Cadets will sit properly in an upright position, with both feet on the floor, at all times.
17. There will be no running at any time on Academy grounds, except during PT or under emergency conditions.
18. Cadets must walk on designated walkways and refrain from cutting across grass areas, unless instructed to participate in Alarm Response exercises.
19. Cadets will park in designated cadet parking areas and will not park in spaces marked CTC Staff or handicap. You will obey all parking lot speed limit and traffic direction signs. There will be no loud vehicle stereo playing at any time on Academy grounds. While using your cellular telephone in the parking lot, you will remain inside or next to your vehicle, and there will be no loitering in the parking lot at any time.
20. You shall not be present at or take part in any form of sexual contact or intimate activity on Academy grounds.
21. Any type of video-viewing electronic devices, including videotapes, DVDs, videotape players, DVD players, or MP3 players with video-viewing/recording capabilities, may not be brought onto Academy grounds. This also includes not bringing them onto Academy grounds for use/viewing in personal vehicles in the

Academy parking lot.

22. You must maintain possession of all State issued room keys, chits, whistles, State ID cards, and nametags. Items that are lost or misplaced are subject to replacement fees and disciplinary action. Cadets must notify their CC, via written memorandum, of the lost/misplaced item immediately.
23. Cellular telephones are not allowed within the Academy facility or dormitories. Cadets are required to store cellular telephones in their vehicle or another cadet's vehicle, and out of plain view. You are only allowed to use the cellular telephone inside or standing next to your vehicle, and only during off-duty hours. In the hands of an inmate, a cellular telephone is a major breach of security, both at the Academy and inside the institution. Some cellular telephones are equipped with internet access, as well as cameras and video recording features. These features would allow inmates to access internet web sites with instructions on making dangerous devices and weapons. Inmates could utilize cameras and video recorders to record and take photos inside the institutions, which could aid in escape attempts, as well as record and take photos of staff. Cellular telephones would also allow inmates unmonitored communication to the outside communities for gang and other illegal activity. **To reiterate, cellular telephones are not allowed within the Academy facility, inside an institution, or on a CTC bus enroute to COSIT and/or the Range.**
24. Cameras and laptop computers are not allowed on Academy grounds. If they are brought with you, they must be stored in your vehicle or another cadet's vehicle. Family members are permitted to bring cameras onto Academy grounds on graduation day, only.
25. Musical instruments are not permitted on Academy grounds.
26. Pursuant to State and departmental policy, tobacco products (i.e., cigarettes, cigars, and "chew") are not allowed on Academy grounds, unless they are secured in your vehicle, and are not to be used between the hours of 0730 to 1900 hours, and while inmate workers are on Academy grounds. Tobacco can only be used from 1900 hours through 0730 hours, and on the weekends, and only in areas designated by the Academy Administration. When cadets decide to use tobacco products, they must obtain them from their vehicles, and secure them back in the vehicle, when they are finished. Cadets must sign out at the Watch Office when going to their vehicle to obtain their tobacco products, and must sign back in before proceeding directly to the designated smoking area to use the tobacco products. The same procedure must be followed when returning the tobacco products to their vehicles after they are done using the tobacco products. ***The designated smoking area is located at the south west corner of the Academy, near the water tanks.***

## **N. Civilian Attire**

1. Cadets in civilian attire are not permitted in the North Corridor, Monday-Friday, 0600-1700 hours.
2. Clothing will be neat, clean, and worn in good taste. Attire must be conservative and non-form fitting. Civilian attire is not permitted in the classroom during duty hours.
3. All shirts and blouses will be tucked in, except those specifically designed to be worn outside.
4. Tank tops, blue jeans, camouflage clothing items, shower shoes, and clothing items with unacceptable printing or logos are not permitted. **No blue denim of any kind is allowed. (This includes blue jean shorts, pants, or chambray shirts.)** Academy staff will determine what is unacceptable, if a clothing item becomes questionable.
5. Gym shorts, at least as long as Academy cadet type, are allowed on grounds during business hours only when going to or from the weight room or the track area for exercise.
6. Shorts are authorized during off-duty hours, if they are hemmed and are no shorter than three inches from the top of the knee.
7. Spandex type clothing may be worn only with approved cover shorts.
8. Ball caps of any kind shall be worn with bill straight forward, and removed indoors.
9. The cadet ID card must be in your possession at all times.
10. Sunglasses may be worn outdoors only. They must be conservative in style and not the mirrored type. You are expected to remove them upon request.
11. No bare feet or braless attire is ever permitted outside of your housing unit, or within the public areas of your housing unit.
12. No sleeveless shirts or attire that exposes the underarms.
13. House shoes, house slippers, or pajamas are never to be worn outside of your living quarters.

## **O. Classroom Rules**

1. Arrive to class with all required equipment and study material.
2. When asking a question, in a classroom setting, speak clearly and project your voice so you can be clearly heard and understood by

all the students.

3. Food is not allowed in the classrooms. Food must be eaten in designated break areas (i.e., Canteen lounge, picnic area, etc.). Cadets are not allowed to walk around Academy grounds eating at anytime.
4. Water and drinks are only allowed in the classrooms if the drink is in a completely closeable container, in order to avoid spillage. Coffee can be brought into the classroom; however, it must be transferred into a sealed 24 ounce, or smaller, tumbler or closeable travel cup/mug. A coffee cup with an open spout lid, aluminum cans, or glass containers are not allowed. Water bottles can be no larger than 24 ounces.
5. Cadets must come to attention in their seats and remain at attention until put at ease by the class instructor when he/she enters the classroom. All other business being conducted will cease. However; once class is in session and another staff member enters the classroom, cadets will only come to attention again if the person entering is a Lieutenant, the Captain, or the Academy Administrator.
6. Cadets must remain alert at all times in the classroom. Being less than alert (sleeping, severe nodding off, etc.) in class or on the bus, will be cause for progressive discipline. Cadets may stand at the rear of the classroom to assist in remaining alert.
7. Cadets will not talk to other cadets or other staff during the instructor's presentation. Any rudeness of this nature will not be tolerated. Courtesy will be the rule in the classroom.
8. Cadets having questions regarding specific class instruction after the class has ended will contact the instructor who presented the class.
9. Cadets will not bring book bags on the bus during COSIT or range, nor will it be permitted to take them into the Major Exam area.

**P. Dining Hall**

1. Cadets will report to the dining room during the time designated on their Company Schedule.
2. Cadets will sign-in on the "Meal Log Book" located **by the Dining Room Entrance.**
3. Cadets will quietly stand at parade rest and form a single line starting at the main entrance to the dining hall. This line will not block any doors or hallways at any time.
4. Cadets will not bring books, book bags, additional clothing, food or drink containers, etc., into the dining room.

5. Cadets will be appropriately attired while in the dining room.
  - a. No shower shoes are allowed (flip flops/foot thongs will be considered shower shoes).
  - b. No tank tops.
  - c. Sleeveless shirts or attire that exposes the underarms are not allowed in the dining room.
  - d. No clothing that is either soiled or clothing that has been subjected to excessive sweat is allowed. Additionally, cadets should be conscientious of their personal hygiene.
  
6. Cadet dining room guidelines:
  - a. Cadets are to sit in the rear dining room filling up the back area first and working towards the front area. Cadets are to sit in the next available seat regardless of friendships or company affiliation. When overflow allows for front dining room seating, cadets should still pursue a rear dining room seat before going to the front dining room. If the rear dining room is closed off, the front dining room may be utilized.
  - b. Cadets are to use the Cadet Dining Room Salad Bar. If this salad bar has a line longer than 10 cadets, then cadets may use the side of the front salad bar labeled for staff and cadet use. Cadets may not use the side of the front salad bar that is labeled for staff only.
  - c. Cadets are to use the two soda machines located in the Cadet Dining Room. If the line for soda exceeds 10 cadets, then the soda machine closest to the ice cream machine may be used. Cadets may not use the soda machine closest to the ticket-selling counter.
  - d. Cadets should empty all trays, plates, and bowls in the appropriate trash bins and then place them on the carousel, as well as placing all flatware in the bins identified on the top of the trash bins. Leftover ice and liquids should not be poured into the trash containers. Leave glasses on tray.
  - e. Cadets should clear all trash leftover food (fruit, yogurt, milk) from the tables. **Please do not return dairy products or fruit to the refrigerators. It must be thrown out.**
  - f. Ice cream cones are the only food item allowed out of the dining room. However, they must be eaten in the picnic area. Ice cream bars will be eaten in the dining hall, as well as cups of ice cream.
  - g. Cadets should exit the dining room through the door closest to the ice cream machine in the front dining room.

- h. Food Services reserves the right to refuse service to anyone violating the dress code or behavior. **No special diets will be prepared.**
- i. Dining hall hours:
  - Breakfast - 0500-0800 hours Monday – Friday
  - Breakfast - 0700-0800 hours Saturday and Sunday
  - Lunch - 1100-1300 hours Monday – Friday
  - Lunch - 1130-1230 hours Saturday and Sunday
  - Dinner - 1600-1800 hours Monday – Friday
  - Dinner - 1630-1730 hours Saturday and Sunday

**Q. Cadet Discipline**

Cadets who fail to comply with the California Code of Regulations (CCR), Title 15, Government Code, Orders and/or Instructions, will be subject to the appropriate disciplinary action which, depending on the severity of the violation, could include termination from State service.

1. Progressive Discipline - Three-Stage Process
  - a. Preventive action is the proactive steps taken by a supervisor to eliminate or reduce the need for corrective or disciplinary action. Preventative action includes training, informing the employee of rules, and verbal reminders of expectations.
  - b. Corrective action is taken once a problem is identified. It attempts to bring the employee's performance up to standard or to prevent continued misconduct. Corrective action may include written documentation of corrective interviews that may be in the form of Employee Counseling Records (ECRs) or Letters of Instruction.
  - c. Rejection on Probation is the final phase of the progressive disciplinary process. It is defined as formal disciplinary action which may result in dismissal. The severity and repetitiveness of an individual's behavior or actions will dictate at what level discipline will begin or be administered.
2. During a CO's career, discipline plays a very important role. The purpose of employee discipline is to improve performance and enhance standards of conduct. At the Academy, discipline is administered based on the seriousness of the incident. Reasons for discipline may be for:
  - ◆ Misbehavior - knowingly disobeying a rule or order.
  - ◆ Mistakes - unintended error.
  - ◆ Failure to Perform – testing or exam failure.

Misbehavior is generally regarded as the most serious because it reflects the character of the individual. Character cannot be tested

or measured on an academic test, range score, or in physical training achievement. But over the course of a 16-week Academy, a cadet's character will be revealed and misbehavior, misconduct, or repetitive mistakes are undesirable qualities for a peace officer. The circumstances surrounding such actions will be reviewed by the Program Lieutenant, Academy Commander, Cadet Appraisal Analyst, and the Academy Administrator for appropriate disposition.

3. Cadet Incident Card

One method of tracking information regarding cadets is with Cadet Incident cards, commonly referred to as "Blue Cards". Blue cards are used for documenting commendations (positive incidents), "gigs" (negative incidents), and information concerning cadet behavior. Every cadet will carry **two** Blue Cards in the right front shirt pocket of the uniform at all times. The cadet will present a Blue Card to any staff member upon request. If the incident is a "gig," the staff will remind the cadet of the rule(s) and their responsibility. Cadets will go to their CC for a replacement card. All Blue Cards are reviewed and logged by the Program Lieutenant and returned to the cadet's CC with directions for the appropriate progressive discipline. The Blue Cards are then placed in the cadet's file.

4. If a cadet's actions are so severe or the cadet commits a crime, rejection on probation will be initiated. All rejections on probation must comply with the guidelines set forth in the Government Code Section 19173. Such actions are taken following approval by Academy Administration, and are subject to review by the State Personnel Board.

**R. Curriculum**

The BCOA Program is divided into the following areas. A cadet is expected to meet the minimum standards in these areas:

1. Academic Instruction
  - a. Penal Code 832 Examination
  - b. Mandatory Examinations
  - c. Classroom Assignments
  - d. Practical Skill Demonstrations
2. Firearms Training
  - a. Ruger Mini-14 Rifle
  - b. Smith & Wesson .38 caliber revolver
  - c. 37mm/40mm Launcher
3. Physical Training
  - a. Purposes and Expectations

- b. Emergency Response Simulation
4. Tactical Skills
- a. Arrest and Control Techniques
  - b. Expandable Baton
  - c. Alarm Response

**THE FOLLOWING ARE MINIMUM ACADEMIC STANDARDS:**

1. Academic Standards
- a. Penal Code (PC) 832 Examination

The Commission on Peace Officer Standards and Training (POST) requires that every peace officer successfully complete a course in the Laws of Arrest. A written examination, PC 832, is scheduled and administered during each Academy class. The examination is conducted on-site and scored on a Pass/Fail basis. Should a cadet fail, he/she will be notified and given the opportunity to retest. Failure to pass the retest will result in rejection on probation and dismissal from the Academy.

Cadets who have completed and obtained POST certification prior to arriving at the Academy must submit their **original** completion certificate to the PC 832 Coordinator, via their CC, for review. If the original submitted certificate is current and meets all necessary POST requirements, as determined by the Academy POST coordinator or designated staff, you will be exempt from taking the written examination. However, you will not be exempted from participating in the POST classes. Additionally, you should not assume that your original certificate submitted will meet all POST requirements and that you will be exempted from the written examination until you have been given official notice of exemption by Academy staff. The POST firearms course must be completed at the Academy with no exceptions. All documents submitted will be returned to the cadet upon completion and review.

Cadets whose certificate is over three years old will have to submit a letter from an employer verifying they have been working in a peace officer classification since the time they completed PC 832 training.

- b. Mandatory Examinations

Each cadet must pass each segment of all mandatory examinations. These exams are given periodically

throughout the 16 weeks. Failure to pass any segment at the minimal acceptable competency level requires a retest. Should a cadet fail any segment of a mandatory examination, an Academic Failure Notice will be issued. The notice will include the date/time of the retest examination and the segment(s) to be retested. Failure to report to the retest will result in disciplinary action. Failure to pass the retest shall result in possible rejection on probation and dismissal from the Academy.

All examinations will evaluate the cadet's knowledge of the required objectives for the majority of the curriculum. Once you have shown competency in a subject matter area, you will not be tested on that material again. Cadets will be required to review and acknowledge receipt of the Examination Policies and Procedures Statement, which outlines the procedures to be followed when taking major examinations and retests. Cadets are observed during the examination process to ensure that testing policies and procedures are strictly adhered to. If a cadet is exhibiting behavior during an examination or retest that could be construed and supported as a serious infraction of the testing policies (e.g., cheating), the cadet will be removed from the examination or retest and Rejection on Probation proceedings will be initiated.

Cadets who fail to arrive for a test or retest before the proctor statement has begun will not be allowed to take the test and a failure will be recorded.

c. Classroom Assignments

Cadets must complete all classroom assignments satisfactorily. Any assignment that is incomplete or incorrect may be redone until the assignment is successfully resubmitted. Cadets that are unable to demonstrate proficiency in classroom assignments may be referred for Administrative Action.

d. Practical Skill Demonstrations

Many courses require the cadet to perform practical skills as demonstration of learning the training objectives. These demonstrations are graded on a pass/fail basis.

While attending the Academy, you may be issued materials "workbooks" related to various course curricula. You will be expected to report to class with the related material for each course of training. Failure to do so may result in disciplinary action.

## 2. Firearms Training

This training consists of instruction in the use of two departmental weapons. These are the Ruger Mini-14 and the Smith & Wesson (S&W), .38 caliber revolver (which is POST mandated). A minimum proficiency rating of 70 percent is required for the Mini-14 (88 out of a possible 125 points). The S&W revolver requires a minimum proficiency rating of 80 percent (29 out of a possible 36 points).

Cadets who fail to initially qualify with these weapons will be given one additional attempt on the .38 Revolver, and four additional attempts on the Mini-14. Failure to qualify will result in rejection on probation and dismissal from the Academy. Any misconduct or unsafe act committed on the range may result in your immediate removal from range training, which may result in rejection on probation and dismissal from the Academy.

## 3. Physical Training

The cadets will participate in PT throughout the 16-week Academy, rain or shine. The physical fitness training at the BCOA is **mandatory**. If a cadet becomes ill and misses any portion of a PT class, the cadet must go to the doctor and obtain written verification. This medical verification must include identification of the illness or injury, including return-to-work status and limitations.

The purpose and expectations of the PT program is:

- To increase the cadet's fitness level. This includes the normal components of fitness (aerobic and anaerobic capacity, muscular strength, and endurance, etc.).
- To prepare the cadets to complete the Emergency Response Simulation (ERS) test in five minutes, five seconds.

The PT Program consists of warm-up/cool-down, stretching, calisthenics, formation running, running at your own pace, interval training, wind sprints, step aerobics, and a 25-station weight training circuit.

The ERS consists of a 500-yard run followed by a simulated stretcher carry. The 500-yard run involves running on different surfaces, up and down stairs, through hallways, and negotiating an agility course. You must complete the ERS in less than five minutes, five seconds, prior to graduating. Failure to do so will result in rejection on probation and dismissal from the Academy.

**NOTE:** Turn to Page 43 of this Handbook for more information on physically preparing yourself for active participation before your arrival at the Academy.

#### 4. Tactical Skills

Employees who supervise inmates or parolees must have training in physical controls that are acceptable and approved for use in the CDCR. Basic techniques will be taught in the use of the Expandable Baton and Arrest and Control techniques. A working knowledge of the basic techniques must be demonstrated for successful completion of these courses.

##### a. Expandable Baton

Training is consistent with specific weapon and consists of application of spins, jabs, blocks, retention techniques, legal aspects, striking areas, striking techniques, stances, and carrying and drawing pictures. Cadets failing initial qualification upon completion of the 12-hour class will be given remedial training that will include a retest. Failure to pass the retest will result in rejection on probation and dismissal from the Academy.

##### b. Arrest & Control

This course of training is POST mandated and is presented in 28 hours of lecture and physical proficiency training and development (mat work). It provides you with a basic working knowledge and understanding of defense techniques used to defend against an assaultive person and methods used to restrain (mechanical or otherwise) assaultive individuals. Cadets failing initial qualification upon completion of the class will be given two hours of remedial training that will include a retest. Failure to pass the retest will result in rejection on probation and dismissal from the Academy.

##### c. Alarm Response

This course consists of 6 hours of lecture and 24 hours of field exercises. The field portion requires running, coordinated effort, and team movement. It will enable officers to safely and effectively respond to alarms and emergency situations inside an institution.

#### **S. Hardship Transfers/Lateral Transfers**

You should not have accepted an appointment to an institution with the expectation of being able to transfer to another institution, if the accepted assignment becomes difficult. Institutional staffing levels are based on the assignment you commit to when you call to accept. Consequently, you

will be held to your commitment. Although the "Hardship Transfer Request" (HTR) process is available, the vast majority of such requests are denied. Hardships are unforeseen problems that occur or become evident between the time you accept the assignment and the date that you determine that you need to submit for a HTR. Documentation proving the hardship will be required upon application. Only those HTRs based on circumstances that could clearly not have been anticipated will be considered. The Department expects you to fully consider your personal situation prior to accepting an assignment, thereby selecting an assignment that you can stay with and that fits your needs.

HTRs based on circumstances that existed or could have been anticipated at the time an appointment was accepted will be denied. Some examples of requests based on pre-existing circumstances that will not be considered are:

1. Problems relocating yourself or your family.
2. Problems selling your home.
3. Problems securing childcare.
4. Problems due to child custody agreements, consent decrees, or court orders.
5. Problems providing assistance or medical care to elderly parents, children, or other significant others.
6. Problems based on family member's pre-existing medical, emotional, or psychological conditions.
7. Problems resulting from separation from your family or because your family decides they do not want to relocate.

If you have a legitimate hardship, you will receive further information while at the Academy on how to proceed. **Do not contact the Office of Peace Officer Selection or the institution you are requesting transfer from/to.**

"Lateral Transfers" are requests for transfer to another institution in cases that are not considered hardships and are available through your institution. Keep in mind, however, that you will be expected to complete the remainder of your probationary period (eight months) at the institution you accept. Upon completion of your probationary period, you can request a transfer to another facility. However, granting such transfers are discretionary on the part of the Wardens and are controlled by the collective bargaining agreement covering Unit 6 employees (COs).

#### **T. The Correctional Officer Apprenticeship Program**

The Correctional Officer Apprenticeship Program is an organized, planned system of training for entry-level correctional peace officers. For COs, it consists of the 16-week BCOA, and the completion of a minimum of

24 qualifying months and 3,600 hours of on-the-job training allocated among major work processes. The program also features frequent job assignment rotations and performance evaluations. You will be enrolled in the Apprenticeship Program during the Academy registration process.

Sometime early in the Academy, staff will provide you with additional information regarding the program and your responsibilities. This orientation will include detailed instructions on how to complete and keep the written documentation that is required of all apprentices.

## **U. Veteran's Educational Benefits**

The CTC is an approved school for Veteran's Educational Benefits as a non-college degree for completing the 16-Week Basic Correctional Officer Academy.

There are a few required documents you must provide to the Veteran's Affairs Coordinator which are listed below. Please have copies of these required documents when reporting to the Academy.

### Required Documents

- DD Form 214 and any mobilization orders
- Notice of Basic Eligibility (NOBE) – DD Form 2384 (Reserve/Guard)
- All Post High School Education
- Transcripts
- Certificates
- Diplomas

In addition, any documents you may have related to your Montgomery G.I. Bill and/or any "kicker" you may have received will also be helpful and should also be brought with you when you report.

A meeting will be held with cadets who are veterans, qualifying for the Veteran's Educational Benefits, within the first two weeks of your reporting date to fill out the appropriate documentation.

You may also apply for Veteran's Educational Benefits using the Veterans Online Application (VONAPP). To complete the application, follow the instructions provided on the following website at <http://vabenefits.vba.va.gov/vonapp/main.asp>. If you choose this option, once you have completed the application, you must print it and provide it to the Veteran's Affairs coordinator, as well as the above required documents.

**NOTE:** Do not use VONAPP if you are:

- Receiving compensation, pension, or vocational rehabilitation benefits.
- Applying for an increase in benefits.
- Already have a pending application for benefits.

- Notifying Veteran's Affairs about dependency or income changes.

If you need further information, contact Sergeant J. Fox at (209) 744-5113.

## V. COSIT

Throughout the 16-week Academy, all cadets will be transported for COSIT to institutions geographically close to the Academy, (e.g., Folsom State Prison, California State Prison-Sacramento, California Medical Facility, California State Prison-Solano, Sierra Conservation Center, Deuel Vocational Institution, and/or Mule Creek State Prison). This will enable you to observe and participate in CO duties such as dining room operations, count procedures, search techniques, and other types of institutional operations. All cadets are expected to remain alert while en-route and returning from COSIT. Prior to departing for this training, you are required to have in your possession a valid driver's license, your cadet identification, your whistle, a pen, and any necessary notebooks or COSIT materials. Cadets are to police themselves, prior to reporting for COSIT inspection. **Cadets are not to be in possession of, or take any items on COSIT, that are unauthorized or considered contraband at an institution.** Academy academic study material is the only reading material allowed on the COSIT. Study material may be carried in an open binder only. Zippered or enclosed binders are not allowed. Outside reading material will not be permitted on the bus. No backpacks, book bags, briefcases, personal food, lunch boxes, or coolers are allowed on COSIT. Only departmental search gloves are allowed (no black leather gloves). A small bottled water or sports drink (no larger than 24 ounces) will be permitted. Cadets are responsible for the inside cleanliness of the bus upon their return to the Academy.

## W. Recreation

1. Appliances – Handheld type electronic entertainment devices are authorized, providing that they have muting or earphone capabilities (i.e., Gameboy type games, Solitaire games, Walkman type radio or Compact Disc player, Watchman or LCD TV). DVD players, videos/movies, cameras, and laptop computers are not allowed on Academy grounds. Devices may be AC or DC powered, and must be operated while wearing earphones. If they possess recording capabilities, no recordings are to be produced on Academy grounds at any time. These devices are only authorized to be in your possession, in authorized areas (See Academy Rules, Item No. 6), during off-duty hours. These items will be secured in your locker. The State is not responsible for the theft, damage, or other loss of any cadet's device or associated products. Cadets are not allowed to be in possession of any devices with internet access on Academy grounds at any time.
2. On-Site Amenities - The CTC grounds include a fully outfitted weight room and exercise room, two horseshoe pits, a quarter-mile

track, volleyball nets, a barbecue area with tables, television rooms, basketball gymnasium, study rooms, a small store, and a multi-purpose room with training mats.

**NOTE:** The weight room and basketball gymnasium is only be utilized by cadets from 0430-0545 hours, and again from 1500-2200 hours, Monday through Friday. Cadets will not be allowed to utilize either venue during their on-duty hours, unless participating in BCOA PT curriculum.

3. Off-Site Amenities – There are nearby golf courses, fishing sites, and areas to bicycle. Golf, fishing, and bicycling equipment must be stored in vehicles and not in Academy housing.

#### **X. Video Production Unit**

The Video Production Unit (VPU) produces training videos for the BCOA and the rest of the CDCR. In addition, the VPU produces training courses that are transmitted “live” via satellite to each of our 33 prisons. The VPU also provides still photography and other audio and visual services on a regular basis.

Occasionally, members of the VPU may need to photograph or videotape cadets while they are engaged in various BCOA activities. The resulting photographs or videotape are used only for departmental training or informational purposes. This material will not be distributed to the news media or used for commercial purposes without written consent of the cadet(s).

As a Department employee and a new cadet, you will be expected to cooperate fully with the VPU so that they may present you and your fellow cadets in the best light possible. Your assistance in helping us create a high-quality, professional image of the CDCR is greatly appreciated.

#### **Y. Probation Report**

During the final month of your training, prior to graduation, your first Probation Report will be completed and discussed with you. This report will reflect all test scores, graded exercises, and degree of proficiency in areas of motor skills. This report will become part of your training file and is forwarded to your assigned institution to aid them in developing a training program to further develop your skills.

#### **Z. Graduation**

A graduation ceremony is held at the conclusion of the 16-week BCOA. By successfully completing the BCOA, you will have earned the privilege to wear the badge of a CO. You may invite a limited number of your family and friends to attend the graduation.

## AA. Miscellaneous Information

### 1. Mail

- a. Your mailing address is:

Your Name, Basic Academy Cadet  
Company Name/Control Number  
Richard A. McGee Correctional Training Center  
9850 Twin Cities Road  
Galt, CA 95632

- b. Your return address must be on all outgoing mail. Outgoing mail may be deposited in the mailbox. Incoming mail will be delivered to you by your CC.

### 2. Telephones

- a. Academy telephones are not available for personal use by cadets. Pay phones, for cadet use, are located in various areas on the Academy grounds.

The phones located in the North Corridor are off limits from 0600-1700 hours (signs are posted above each phone), due to classes still in session. The phones located in the South Corridor may be used during breaks or the lunch hour. All telephone calls will be limited to ten minutes.

- b. Important, incoming phone messages will be posted on the cadet message bulletin board. You will be called from class to accept a telephone call only under emergency circumstances.

### 3. Accounting Issues

- a. Questions regarding pay should be directed through the chain of command beginning with your CC. When pay is ready, the CCs will be notified and will issue your salary warrant to you.

- b. Cadets will receive salary warrants after the 15th day of the following month **after** the full-time employees are paid. **Cadets will not go to the Accounting Office to inquire about their pay or paychecks; any inquiries should be referred to your CC.** Your salary warrants are issued to you at the Academy until graduation. After graduation, all salary warrants will be issued at the hiring institution.

- c. Current State employees who are lateral transferring into Unit 6 and who may have questions and concerns about their rate of pay, current benefits, etc. will have these questions addressed on orientation day by the staff in the Personnel Office.

4. CTC Recreation Fund Store

The CTC Recreation Fund Store is a non-profit corporation established in 1983 to provide personal needs and supplementary recreational facilities for the cadets and In-Service trainees of the CDCR. The Recreation Fund operates the CTC Recreation Fund Store. The Recreation Fund is overseen by a board of directors made up of members of Academy staff.

5. Meal Service

Three meals are served daily. The meal schedule is posted on the entrance to the dining room. While in the Culinary, you must be in authorized clothing (see Section P).

6. Driver's License

Check your driver's license. If your license will expire during the training period, renew it at your local Department of Motor Vehicles office before reporting to the Academy. **You must have a valid picture identification card with you.**

7. Health Care

a. If you are injured or become ill during the 16-week BCOA, it will be the responsibility of the Academy to stabilize and/or transport you to a medical care provider. If you have a work-related injury, Academy staff will fill out the necessary paperwork to file a Worker's Compensation (WC) claim for benefits and will process the paperwork according to State procedures. If your claim is not approved by WC, you will then be responsible for payment of all incurred costs.

b. The State agrees to cover Permanent Intermittent Employees (PIE) with health benefits the first day of the pay period following graduation from the Academy. This coverage is to be applied to the control period that the graduation date is in; and the eligibility continues through the following control period. Thereafter, PIEs must work a minimum of 480 hours in each control period as established by the Public Employee Retirement System to continue coverage, pursuant to Government Code, Section 22822.

c. Flu shots are suggested for cadets prior to entering winter classes.

8. Linen and Supplies

a. Linen exchange for sheets, towels, and pillowcases is each Monday during your lunch hour 1100-1300 hours.

b. Bedspreads may be laundered by cadets or exchanged on

linen day, on an as-needed basis. There are not enough spare bedspreads to exchange all cadets' bedspreads each week.

- c. Supplies will be restocked by Janitorial Services each week (normally Wednesday). If more supplies are needed, cadets should notify the Janitorial Services Office. There is a supply list in each janitor's closet for each dorm.

9. Laundry and Dry Cleaning

Coin-operated laundry facilities are located on Academy grounds and are available for cadet use. Clothes will never be left unattended in the laundry facility for any reason. Additionally, dry cleaning facilities are located in the Galt, Sacramento, and Elk Grove areas.

10. Maintenance Problems

If a maintenance problem arises, report it immediately to your CC during business hours, or the Watch Sergeant during non-business hours, and fill out a Work Order Request.

Please fill out the top section of the Work Order Request Form completely. Be specific about the problem and location. Whenever possible, specify the unit and room number from the nearest door (Example: Room E-115). Being specific will enable the Plant Operations' staff to respond in a timely manner.

11. Elections

If you will be in the Academy during an election, make arrangements to vote by absentee ballot.

12. Jury Duty

Contact your CC immediately.

**BB. Equal Employment Opportunity**

The CDCR offers equal employment opportunity to **ALL** regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, or sexual orientation.

**CC. Sexual Harassment**

The CDCR is committed to providing a workplace in which all individuals are treated with respect and professionalism. Consistent with this commitment, it is the policy of CDCR to provide a workplace that is free from all forms of discrimination and harassment, including Sexual Harassment. Additionally, it is the policy of CDCR to provide Equal Employment Opportunity (EEO) for all employees and applicants for employment. During your course of training at the Academy, you will

receive additional training on both policies. However, there are certain expectations of behavior you should be aware of upon your arrival at the Academy.

**Sexual Harassment** is defined under State and Federal Law as unsolicited and unwelcome sexual advances, requests for sexual favors, and other verbal, physical, or visual conduct of a sexual nature that interferes with work performance by creating an intimidating, hostile, or offensive work environment.

Examples of conduct that violate this policy include, but are not limited to:

- Unwelcome sexual advances or sexual pressure.
- Making or threatening reprisals after a negative response.
- Verbal conduct of a sexual nature, such as derogatory or demeaning comments, slurs, sexually explicit jokes, comments about an individual's body or physical appearance, suggestive or obscene remarks, or practical jokes.
- Physical conduct such as leering, sexual gestures, impeding or blocking movements, pinching, grabbing, patting, intentionally brushing up against another individual, rape, or assault.
- Conduct in violation of this policy may be aimed against a particular individual or individuals of the opposite or same sex as the individual(s) engaging in the conduct.
- All employees **must** report any violations of EEO and/or the Sexual Harassment policy, even if the discriminating or harassing behavior was not directed at you.

The EEO policy prohibits discriminating against or harassing anyone on the basis of race, color, national origin, ancestry, sex (i.e., gender), religion, marital status, age, disability, medical condition, pregnancy, childbirth and related medical conditions, sexual orientation, veteran status, or political affiliation, or any other basis protected by State or Federal law or local ordinance. This includes a perception that the person has any of these characteristics or that the person is associated with a person who has or is perceived to have any of these characteristics.

Examples of conduct that violate this policy include, but are not limited to:

- Verbal or visual conduct, such as using derogatory terms or discriminatory jokes.
- Following or stalking a co-worker, sending harassing correspondence by any means.

**All CDCR employees must** adhere to, refrain from engaging in, condoning, or leaving uncorrected conduct that violates policy, and report any violations of either policy immediately upon becoming aware of any conduct that the employee believes violates the policy. This includes while off duty, if the conduct has a nexus or relationship to work or the CDCR.

**CONSEQUENCES** - Any employee, who is found to have violated either policy, even if such conduct does not violate State or Federal law, will be

subject to appropriate corrective and/or disciplinary action, up to and including termination from State service, regardless of job level or classification. In addition, individuals may be held personally liable for their conduct.

**DD. Director's Rules - Title 15**

The following rules of the Director are excerpted from Title 15 of the CCR. You will be responsible to adhere to and have full knowledge of the following:

**1. 3391 - Conduct**

Employees must be alert, courteous, and professional in their dealings with inmates, parolees, fellow employees, visitors, and members of the public. Employees shall not use indecent, abusive, profane, or otherwise improper language while on duty. Irresponsible or unethical conduct or conduct reflecting discredit on themselves or the Department, either on- or off-duty, shall be avoided by all employees.

**2. 3392 - Punctuality**

Employees must report for duty promptly at the time directed and not leave work assignments before completion of their scheduled work day or tour of duty, except with their supervisor's permission. If for any reason an employee is unable to report for duty, the employee must notify his or her supervisor at the earliest possible moment.

**3. 3395 - Alertness**

Employees must not sleep or be less than alert and in full possession of all faculties while on duty.

**4. 3399 - Transactions**

Employees shall not directly or indirectly trade, barter, lend, or otherwise engage in any other personal transactions with any inmate, parolee, or person known by the employee to be a relative of an inmate or parolee. Employees shall not, directly or indirectly, give to or receive from any inmate, parolee, or person known by the employee to be a relative of an inmate or parolee, anything in the nature of a tip, gift, or promise of a gift.

**5. 3400 - Familiarity**

Employees must not engage in undue familiarity with inmates, parolees, or the family and friends of inmates or parolees. Whenever there is reason for an employee to have personal contact or discussions with an inmate or parolee or the family and friends of inmates and parolees, the employee must maintain a

helpful, but professional attitude and demeanor. Employees must not discuss their personal affairs with any inmate or parolee.

#### 6. **3410 - Intoxicants and Drugs**

Employees must not come upon the grounds of an institution or correctional facility or otherwise report for duty under the influence of intoxicants or drugs. Use of alcohol or drugs to the extent that it interferes with job performance is grounds for dismissal from State service.

It is part of the mission and values of the Department to maintain a safe and healthy environment by providing a drug and alcohol free workplace. Per Government Code Section 1031, minimum standards which must be met by peace officers are described in part as "...good moral character, free from physical, emotional, or mental condition which might adversely affect the exercise of powers of a peace officer."

Cadets may not consume alcoholic beverages or drugs while on State grounds. Cadets are not to drive while intoxicated, nor are they to consume alcoholic beverages, while in their personal vehicles, or a State vehicle. Cadets reporting for duty and/or returning to the Academy from liberty, under the influence and/or intoxicated, or with the odor of alcoholic beverages on their person, or on their breath, and/or are disruptive, uncooperative, and unable to function in the Academy/State facility are subject to progressive disciplinary action, up to and including termination. Intemperate drinking in public places which causes criticism and loss of confidence by the public, and discredit to the Department, shall be avoided at all times. As a peace officer, irresponsible conduct reflecting discredit on yourself and the Department, either on- or off-duty, will be avoided at all times.

It is the duty of every employee to promptly report to the Academy Administrator, or designee, any person, including an employee on duty, who appears to be under the influence of drugs or intoxicants.

#### 7. **3411 - Arrest or Conviction**

If an employee is arrested or convicted of any violations of law, the employee must promptly notify the Watch Sergeant at (209) 744-5000. **(Reminder: This phone number is on the back of the Cadet ID card.)** Misconduct that impairs an employee's ability to do his or her job, or affects or involves the Department, may be cause for disciplinary action.

Cadets who come in contact with law enforcement (whether positive or negative contact) are to immediately notify the Academy, via telephone, for an emergency situation. For a non-emergency situation, cadets will notify their respective Program Sergeant, in

writing, of what type of contact took place.

8. **3414 - Identification Card**

Every employee will be issued a departmental ID card. Employees must, while on duty, carry such card upon their person and produce the card upon request. Any cadet who loses his/her ID card will immediately provide a written report to their CC or the Watch Office. Replacement of the State ID card is subject to a replacement fee.

9. **3275 - Weapons**

Only such weaponry that has been approved by the Director for Department-wide use, or for use only by designated jurisdictions of the Department shall be issued/assigned to an employee or carried/used by an employee while on duty. For the purpose of this section, weaponry includes any offensive or defensive lethal or less lethal device. Employees assigned to facilities or work locations where inmates/parolees are located, or in the supervision of inmates/parolees in the community, shall not have accessible, carry, or use any privately-owned weaponry while on duty, except as authorized by the Director.

No weaponry of any kind shall be taken into the security areas of an institution where inmates/parolees are located, except for emergency use as ordered by the official in charge, for or use in regularly armed posts as prescribed in local procedures of post orders.

All necessary precautions shall be taken in the storage, use, and movement of weaponry to prevent it from falling into the hands of inmates, parolees, or other unauthorized persons.

Pursuant to the California Penal Code (PC), Sections 4573 and 4574, it is a violation of State law to bring firearms, weapons, ammunition, chemical agents, alcoholic beverages, or illicit drugs onto State prison grounds. The CTC is a State facility; therefore, you are **not** to bring any of the below listed unauthorized items onto Academy grounds. These items **may not** be left in your vehicle. Possession of these unauthorized items **will** be cause for disciplinary action and/or dismissal. "Possession" includes items on the person, in personal or State vehicles, in your personal property, or in your assigned dormitory room and/or State-issued locker. If you have any questions as to what may or may not be unauthorized items, contact the Academy **before** you bring the item on-grounds.

The following are prohibited on Academy grounds:

- a. Firearms/weapons (including handguns, rifles, paint ball guns, pellet guns, BB guns, gun replicas, stun guns, tasers,

martial arts weapons of any kind, batons of any kind, straight batons, bow and/or arrows, etc.).

- b. Knives of any kind or length (including box cutters, razor knives, machetes, and any other item or tool which has a knife blade).
- c. Ammunition of any kind (live rounds or casings).
- d. Explosives or teargas (including firecrackers, chemical agents, mace, and pepper spray).
- e. Alcoholic beverages **(To reiterate, no open/unopened alcoholic beverage containers are to be brought onto Academy grounds, including in your vehicle, at any time.)**
- f. Illicit drugs (any drug considered illegal to use or possess).
- g. Scissors of any length.
- h. Handcuffs or handcuff keys.
- i. Radios, stereos, televisions, cassette players/recorders, and compact disc players, except those specifically described in the Recreation Section of this Handbook.

**Violation of either PC Section 4573 and 4574 is a felony. These PC Sections are strictly enforced, and you will be held accountable for your actions. It is your responsibility to thoroughly search all areas of your vehicle and/or personal property prior to entering Academy grounds. Lack of knowledge as to the contents of your personal property will not be an excuse from the law.**

**GOOD LUCK IN YOUR NEW CHOSEN CAREER!!**

**Office of Training and Professional Development**

Basic Peace Officer Institute  
9850 Twin Cities Road  
Galt, CA 95632



Prospective Candidate:

**PHYSICAL TRAINING AT THE BASIC CORRECTIONAL OFFICER ACADEMY**

Congratulations on receiving an assignment letter for possible appointment to the Basic Correctional Officer Academy. When you arrive at the Richard A. McGee Correctional Training Center (CTC), you need to be prepared to participate in the Physical Training Program (PTP).

The PTP is a progressive one, consisting of stretching, calisthenics, formation running, running at your own pace, wind sprints, aerobics, and a 25-station weight training circuit. You will be expected to perform various stretches, calisthenics, and run one mile beginning the first week of the Academy. At the end of your company's 18-session physical training program you will be evaluated in the Emergency Response Simulation (ERS). It is recommended that you adequately prepare yourself so that you can actively participate in the PTP upon your arrival at the CTC.

Enclosed is a suggested exercise routine consisting of a stretching warm-up and a basic run/walk training program. If followed, it will assist you in preparing for the required participation in the PTP. In addition to the enclosed, it is recommended that you begin basic stretching and toning exercises such as sit-ups and push-ups.

To assist you in your training program at home and at the Academy, it is recommended that you purchase a pair of running shoes and a pair of aerobic shoes. Running shoes are designed to support the foot while running, while aerobic shoes are designed specifically for the lateral movement that takes place while participating in aerobics. Wearing the proper shoe will help your legs absorb the impact that is associated with each activity. It is to your benefit to have the proper shoes while training at home and at the Academy.

If any of the following situations apply to you, you should consult a physician before beginning any exercise program.

- Over 35 years of age.
- Smoker.
- Taking any type of medication.
- Currently under a physician's care.
- Have not been physically active for the last three months.

The Physical Training staff at the Academy look forward to helping you begin a challenging and rewarding career with the California Department of Corrections and Rehabilitation.

Sincerely,

M. JONES, Captain  
Academy Commander

Enclosure

# The Three-Segment Workout

Most workouts for developing cardiovascular fitness consist of three essential parts:

- A warm-up.
- A vigorous conditioning period.
- A cool-down

All three segments are essential for a sound program.

## The Warm-up

Proper warm-up prior to each workout is a wise habit. In addition to preparing your body for the upcoming workout, the warm-up reduces the risk of injuries and muscle soreness. It stimulates the heart and lungs moderately and progressively, as well as increasing the blood flow and muscle temperatures gradually. Suggested warm-ups include calisthenics such as jumping jacks, sit-ups, push-ups, walking, and light stretching.

The time required for warm-up varies with the individual. However, as soon as you begin to sweat (an indication that the temperature of the deep tissues has increased) you are now ready to begin light stretching (see attached flexibility program).

## The Conditioning Period

The conditioning period of your workout should involve those exercises that stimulate and develop the cardiovascular system. Basically, during the conditioning period, you are raising your heart rate to your training heart rate level and keeping your heart rate elevated for a minimum of 20 minutes.

As your fitness level increases, you will be able to maintain your raising heart rate for a period longer than 20 minutes, but for the beginner who is out of shape, you want to strive to elevate your heart rate at least for 20 minutes.

## The Cool-Down

The cool-down is the tapering off period after completion of the main conditioning period. It is best to accomplish your cool-down by continuing your activity but at a much lower intensity. Walking is the most common means of gradually diminishing your intensity level. After walking, the attached flexibility program should be used.

The cool-down allows your muscles to assist in pumping the blood from your arms and legs back to the heart. If you end a workout abruptly, your heart will continue to send extra blood to the muscles for a few minutes, which may result on pooling of the blood in your extremities causing you to pass out. Generally, you should cool down for at least 5 minutes.

Prolonged fatigue for one hour or more after your workout probably means your workout was too demanding.

## Flexibility Program

The following stretching exercises are recommended for use as part of a complete physical fitness program. Increase the body temperature (break a sweat) before doing any stretching exercises. This will prepare the muscles to be stretched. Slowly move into each position and hold it. **DO NOT BOUNCE OR JERK.**



### Hamstring and Glutes

From a back lying position slowly pull right knee to chest. Hold, repeat holding left leg.



### Lower Back

Lying on your back, pull both knees in toward chest and hold.



### Hamstring

From a sitting position with right leg bent (bottom of foot facing left leg) reach forward to left foot. Hold, relax and repeat to right side.



### Groin Stretch

Sitting with feet together and knees pointed outwards apply gentle pressure pushing down with your elbows on the knees. Hold, relax.



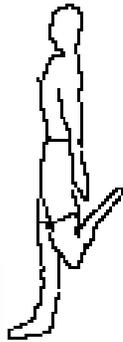
### Upper Trunk Stretch

Lying on your stomach, extend the arms keeping the pelvis on the floor. Hold, relax.



### Back Stretch

Kneel, sit back on heels, and extend arms overhead. Reach forward and hold.



### Quadriceps Stretch

Stand erect, bend right knee and hold right ankle with right hand. Hold and repeat on left side.



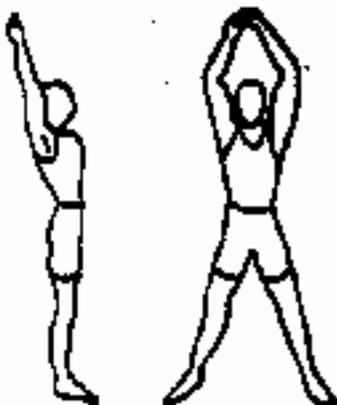
### Calf Stretch

From a standing position lean forward against a wall, keep right leg straight and bend the left. You should feel a stretch in the right lower leg. Hold and repeat with left leg.



### Side Stretch

Standing with feet approximately fourteen inches apart, bend slowly sideways at the waist and hold. Relax and repeat on the opposite side.



### Shoulder Stretch

Standing with feet about fourteen inches apart, extend arms overhead and clasp hands. Push chest forward, hold and relax.

## Basic Run/Walk Training Program

Before starting any training program, it is recommended that you consult with your physician.

### Week #1

Monday	Warm-up/stretch – run/walk $\frac{1}{2}$ mile – cool down/stretch
Tuesday	Warm-up/stretch – walk $\frac{3}{4}$ mile – cool down/stretch
Wednesday	Warm-up/stretch – run/walk $\frac{1}{2}$ mile – cool down/stretch
Thursday	Warm-up/stretch – walk $\frac{3}{4}$ mile – cool down/stretch
Friday	Warm-up/stretch – run $\frac{1}{2}$ mile – cool down/stretch

### Week #2

Monday	Warm-up/stretch – run $\frac{3}{4}$ mile – cool down/stretch
Tuesday	Warm-up/stretch – walk 1 mile – cool down/stretch
Wednesday	Warm-up/stretch – run $\frac{3}{4}$ mile – cool down/stretch
Thursday	Warm-up/stretch – walk 1 mile – cool down/stretch
Friday	Warm-up/stretch – run $\frac{3}{4}$ mile – cool down/stretch

### Week #3

Monday	Warm-up/stretch – run 1 mile – cool down/stretch
Tuesday	Warm-up/stretch – walk $1\frac{1}{4}$ miles – cool down/stretch
Wednesday	Warm-up/stretch – run 1 mile – cool down/stretch
Thursday	Warm-up/stretch – walk $1\frac{1}{4}$ miles – cool down/stretch
Friday	Warm-up/stretch – run 1 mile – cool down/stretch

### Week #4

Monday	Warm-up/stretch – run $1\frac{1}{4}$ miles – cool down/stretch
Tuesday	Warm-up/stretch – walk $1\frac{1}{2}$ miles – cool down/stretch
Wednesday	Warm-up/stretch – run $1\frac{1}{4}$ miles – cool down/stretch
Thursday	Warm-up/stretch – walk $1\frac{1}{2}$ miles – cool down/stretch
Friday	Warm-up/stretch – run $1\frac{1}{4}$ miles – cool down/stretch

### Week #5

Monday	Warm-up/stretch – run $1\frac{1}{2}$ miles – cool down/stretch
Tuesday	Warm-up/stretch – walk $1\frac{3}{4}$ miles – cool down/stretch
Wednesday	Warm-up/stretch – run $1\frac{1}{2}$ miles – cool down/stretch
Thursday	Warm-up/stretch – walk $1\frac{3}{4}$ miles – cool down/stretch
Friday	Warm-up/stretch – run $1\frac{1}{2}$ miles – cool down/stretch

### Week #6

Monday	Warm-up/stretch – run $1\frac{3}{4}$ miles – cool down/stretch
Tuesday	Warm-up/stretch – walk 2 miles – cool down/stretch
Wednesday	Warm-up/stretch – run $1\frac{3}{4}$ miles – cool down/stretch
Thursday	Warm-up/stretch – walk 2 miles – cool down/stretch
Friday	Warm-up/stretch – run $1\frac{3}{4}$ miles – cool down/stretch

## **APPENDIX**

### **ATTENTION!!**

**READ ALL FORMS BEFORE FILLING THEM OUT.**

Fill out the original Basic Correctional Officer Academy Scantron Registration Form located in the Handbook and return it ***on or before March 5, 2008, to the Richard A. McGee Correctional Training Center, Attn: Testing Office, 9850 Twin Cities Road, Galt, California, 95632.*** Please ensure that you completely read all of the instructions located in this Appendix, before filling out the Scantron Form.

The remaining Registration/Check-In Forms **must be completed** correctly and legibly **before** arriving at the Academy, but **DO NOT DATE** the forms until you report to the Academy.

When you arrive to the Academy, staff will direct you in the Registration/Check-In process.

It is **your** responsibility to report to each Station.

# **READ THIS BEFORE YOU DO ANYTHING**

## **RICHARD A. MCGEE CORRECTIONAL TRAINING CENTER (GALT)**

### **CADET CHECK-IN/REGISTRATION INFORMATION**

This information is designed to guide you during the check-in/registration process. Follow this information carefully; it is your responsibility to report to each station. When you arrive, Academy staff will direct you in the check-in process.

#### **Identification Check:**

You are required to present picture identification to the Sergeant on duty before you will be allowed into the check-in registration process. You will be given a Sign-In card on registration day to present to all the Academy check-in Stations. **Fill out all of the forms in your Cadet Handbook, remove them from the cadet handbook BEFORE leaving the table, and report to Station 1. All forms should be completed in ink.** Report to the Stations in numerical order; **do not skip Stations.** You will be given forms to complete along the way that are not included in your Cadet Handbook. If you have any questions, you may ask any uniformed staff member. **ALL FORMS MUST BE COMPLETED BEFORE REPORTING TO THE STATIONS.**

#### **Station 1 - Background Investigation**

You must clear Background Investigations before you will be allowed to continue. Present the completed **Academy Check-in Questionnaire** form at this Station. When your background has been cleared and your Sign-In card signed, report to Station 2.

#### **Station 2 - Physical Fitness/Medical Check**

Please review the letter on Page 43 from the Academy Commander, and the information on how to prepare before arriving at the Academy.

Turn in completed forms:

- **Certification of Fitness (Station 2-A)**
- **Physical Training Survey (Station 2-B)**

#### **Station 3 - Declaration of Unauthorized Items (Contraband)**

Pursuant to the California PC, it is a violation of State law to bring weapons, ammunition, and/or alcoholic beverages, onto State prison grounds. Other specified items listed below are also considered contraband at the Academy and must not be brought onto the Academy grounds: weapons of any kind, ammunition of any kind, chemical agents, handcuffs or handcuff keys, scissors of any length. You must surrender any contraband that you have in your possession at this station. If you are unsure if an item in your possession is considered contraband, ask staff at this Station for assistance. Present the completed **Declaration of Unauthorized Items** form at this Station.

## **Station 4 - Registration**

Turn in the following forms:

- ◆ **Cadet Training Information – Employee Relations Office (Station 4 – Sheet A)**
- ◆ **Expectations (Station 4 – Sheet B)**
- ◆ **Fraternization Policy (Station 4 – Sheet C)**
- ◆ **Family Member (or friend) Incarcerated (Station 4 – Sheet D)**
- ◆ **Cell Phone/Audio Visual Agreement (Station 4 – Sheet E)**
- ◆ **Ethnicity (Station 4 – Sheet F)**

## **Station 5 - Apprenticeship Program**

At this station, you will be enrolled in the Apprenticeship Program, an organized, planned system of training for entry-level correctional peace officers. Turn in completed Apprenticeship Agreement form. (This form will be available at the registration check-in table.)

## **Station 6 - Picture Identification Card**

Your picture will be taken for your Academy ID card. You will pick up your card at the exit door in approximately 45 minutes. Your cadet identification card must be in your possession at all times while attending the BCOA.

## **Station 7 - Housing Assignments**

At this Station, you will be given your housing assignment and key. This will be your living quarters for your entire stay here. You are not to move from your assigned housing without permission.

***ONCE CADETS HAVE COMPLETED THE REGISTRATION PROCESS, THEY WILL BE DIRECTED TO THEIR HOUSING ASSIGNMENT, WHERE THEY WILL BE DIRECTED TO CHANGE INTO THEIR JUMPSUITS.***

California Department of Corrections and Rehabilitation  
Office of Peace Officer Selection  
for the Basic Correctional Officer Academy

## Academy Check-In Questionnaire

Name: \_\_\_\_\_ SSN: \_\_\_\_\_

Since completing your Personal History Update, **HAVE YOU BEEN:**

**Yes No**

1.   Cited or arrested for any vehicle code violation? If yes, explain.
2.   Arrested or convicted of a felony or misdemeanor offense? If yes, explain.
3.   Questioned, held on suspicion, cited or surrendered yourself to a law enforcement agency for any offense? If yes, explain.
4.   Experimented with any drugs or narcotics without a doctor's prescription? If yes, explain.
5.   Terminated, rejected on probation, or resigned under unfavorable conditions from any employment? If yes, explain.

---

I hereby certify that there are no misrepresentations, omissions, or falsifications in the foregoing statements and answers to questions and that all statements and answers are true and correct. I further understand that any falsification or failure to answer all questions completely and accurately may be cause for denial of admittance to the Academy or Rejection of Probation as a peace officer with the Department.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

---

### FOR DEPARTMENT USE ONLY

APPROVED: \_\_\_\_\_ DENIED: \_\_\_\_\_ DATE: \_\_\_\_\_

California Department of Corrections and Rehabilitation  
Office of Peace Officer Selection  
for the Basic Correctional Officer Academy

**CERTIFICATION OF FITNESS**

Please complete one of the below sections:

Has anything occurred since your final (last) Office of Peace Officer Selection Clearance that would prohibit you from performing the essential duties of a Correctional Officer for the California Department of Corrections and Rehabilitation?

No

Yes (Describe Below)

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I certify that nothing has occurred since my final (last) Office of Peace Officer Selection Clearance that will prohibit me from performing the essential duties of a Correctional Officer for the California Department of Corrections and Rehabilitation.

---

Name (Print)

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Social Security Number

---

Signature

---

Date

California Department of Corrections and Rehabilitation  
Basic Correctional Officer Academy

**PHYSICAL TRAINING SURVEY**

Name: \_\_\_\_\_ Age: \_\_\_\_\_  
Last First

Female \_\_\_\_\_ Male \_\_\_\_\_ Height \_\_\_\_\_ Weight \_\_\_\_\_ Date \_\_\_\_\_

1. Do you presently run? Yes No  
If yes, how far do you run? <1 mile 1 mile 1.5 miles 2 miles >2 miles  
If yes, how often do you run? Daily Every other day Every three days  
Once a week  
If yes, how long do you run? <15 min 15-20 min 20-25 min  
25-30 min >30 min  
If yes, do you stretch before run? Yes No After you run? Yes  
No
2. Do you lift weights? Yes No  
If yes, what type of weights? Machine Free weights  
If yes, how long have you been lifting? \_\_\_\_\_
3. Do you participate in any aerobics class? Yes No  
If yes, what type of class? \_\_\_\_\_  
If yes, how long have you been participating? \_\_\_\_\_
4. Do you presently play any sports? Yes No  
If yes, what sport(s) and how long have you participated? \_\_\_\_\_
5. Do you do any other physical activity (swimming, biking, etc.)? Yes No  
If yes, what activity and how long have you been participating? \_\_\_\_\_
6. How many weeks ago did you receive the prospective candidate letter concerning physical training at the Academy (including the basic run/walk program)?  
8 wks 7 wks 6 wks 5 wks 4 wks 3 wks Other
7. Do you feel you are physically fit for the Physical Training Program here at the Academy?  
Yes No

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_  
(Print) Last First Middle Institution

**DECLARATION OF UNAUTHORIZED ITEMS**

Pursuant to the California Penal Code, it is a violation of State Law to bring weapons, ammunition, and/or alcoholic beverages onto State Prison grounds. Other specified items listed below are also considered contraband at the Richard A. McGee Correctional Training Center (CTC) and must not be brought onto Academy grounds. If you have any of the following items in your possession, personal belongings, or in your vehicle at the time of your check in, **you must declare the items and relinquish them to the appropriate Academy personnel for proper storage.**

Alcoholic beverages shall not be retained but will be disposed of by the Academy personnel. Any stored items must be removed within 30 days of your departure from the Academy or it will be disposed of by the Academy personnel.

Falsification of this form may be grounds for dismissal from the Academy or the CDCR.

**PLACE A CHECK IN THE APPROPRIATE BOXES BELOW:**

- Yes No
- Weapons of any kind (handguns, rifles, paint guns, pellet guns, gun replicas, stun guns, tasers, martial arts weapons, bows and/or arrows, side handle or straight batons, etc.).
  - Knives of any kind or length including box cutters, razor knives, utility knives, machetes; any other item which has a knife blade.
  - Ammunition of any kind (live rounds or casings included).
  - Chemical agents (pepper spray, mace, Curb, etc.).
  - Handcuffs or handcuff keys.
  - Alcoholic beverages or illicit drugs of any kind.
  - Scissors of any length.

I **DO NOT** HAVE ANY OF THE ABOVE LISTED ITEMS IN MY POSSESSION, LUGGAGE, OR IN MY VEHICLE.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

I **HAD** THE ITEMS, AS CHECKED ABOVE, IN MY POSSESSION OR VEHICLE AND SAID ITEMS HAVE BEEN CHECKED INTO THE ACADEMY PERSONNEL FOR STORAGE OR DISPOSAL.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**TO BE FILLED OUT BY ACADEMY PERSONNEL UPON RECEIPT OF UNAUTHORIZED ITEMS:**

Items received for storage by: \_\_\_\_\_ Storage area: \_\_\_\_\_

I understand that the following item(s), which have been declared, cannot be stored on the Academy grounds. I authorize the disposal of said item(s): \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Disposed of by: \_\_\_\_\_ Date: \_\_\_\_\_

I acknowledge receipt of the item(s) declared above and further understand that this/these item(s) must be promptly removed from the Academy grounds:

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Item(s) returned to cadet by: \_\_\_\_\_ Date: \_\_\_\_\_

THE ABOVE LISTED ITEMS HAVE REMAINED UNCLAIMED FOR MORE THAN 30 DAYS, AFTER THE DEPARTURE OF THE ABOVE SIGNED, THEREFORE, THEY HAVE BEEN DISPOSED OF.

Disposed of by: \_\_\_\_\_ Date: \_\_\_\_\_

California Department of Corrections and Rehabilitation  
Basic Correctional Officer Academy

**Cadet Training Information – Cadet Appraisal Office**

Date: \_\_\_\_\_

PRINT CLEARLY

Name: \_\_\_\_\_  
Last First Middle

Date of Birth: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ SSN: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
Month Day Year

Sex: Male  Female  Permanent Full-time  PIE

Ethnic Origin: White  Black  Pacific Islander   
Asian  Hispanic  American Indian   
Filipino  Other

Have You Ever Attended a Previous Academy Class? \_\_\_\_ If So When? \_\_\_\_

Class  
Year

Institution that you are assigned to: \_\_\_\_\_

Cadet Address (**MUST BE A PHYSICAL ADDRESS, NO PO BOX!!**):

\_\_\_\_\_

\_\_\_\_\_ City State Zip Code

Home Telephone: ( ) \_\_\_\_\_ Drivers License # \_\_\_\_\_

If your vehicle is on Academy grounds, please complete the following:

Vehicle License # \_\_\_\_\_ Is Your Vehicle Insured? Yes  No

Vehicle Identification \_\_\_\_\_  
Year Make Model Color State

**EMERGENCY NOTIFICATION INFORMATION - In Case Of Emergency, Please Notify:**

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Day Phone: ( ) \_\_\_\_\_ Evening Phone: ( ) \_\_\_\_\_

Did you leave other State employment to accept this position? If so, which Department? \_\_\_\_\_

If you did leave prior State employment, what was your job classification? \_\_\_\_\_

Firearms Experience: None  Pistol  Rifle  Shotgun  Other \_\_\_\_\_

Your Academic Level: No Previous College  AA/AS Degree

Some College, No Degree [ ]

BA/BS Degree [ ]

California Department of Corrections and Rehabilitation  
Basic Correctional Officer Academy

**EXPECTATIONS**

I have received a copy of the Richard A. McGee Correctional Training Center Cadet Handbook. I understand what is required of me and agree to abide by all rules and regulations contained therein.

\_\_\_\_\_

Cadet name clearly printed

\_\_\_\_\_

Date

Cadet Signature: \_\_\_\_\_

Failure to abide by the Correctional Training Center or departmental rules and regulations may result in disciplinary action.

# Memorandum

Date : March 10, 2008

To : Correctional Training Center/Annex Staff  
Guest Staff  
Basic Correctional Officer Academy Cadets

Subject: **FRATERNIZATION POLICY**

The following Fraternization Policy Statement is effective immediately and supersedes all past Richard A. McGee Correctional Training Center (CTC) and Correctional Training Center Annex (CTCA) policies in regards to fraternization.

Fraternization is defined as any association between staff and cadets that could be viewed as, or possibly lead to, preferential treatment toward the cadet prior to their graduation from any CTC or CTCA Academy. Staff includes all permanent and guest staff assigned to the Academy regardless of classification.

Fraternization between staff and cadets is strictly prohibited. Conduct must be kept at a professional level at all times. Staff and cadets will not engage in any social exchange or conduct of a personal nature or conduct which could be viewed as personal in nature, either on- or off-duty.

Examples of violations are as follows: dinner off-grounds together, drinking together, dancing together, and/or accepting rides in personal vehicles.

Staff are required to notify their respective Academy Manager, via a memorandum, if any relative, friend, or acquaintance will be, or are currently, attending an Academy at the CTC or CTCA. Failure to adhere to this policy may result in adverse action that includes, but is not limited to, a formal reprimand or dismissal. Upon assignment to the CTC or CTCA, all staff are required to sign a Statement of Compliance to this policy.



PAUL BESTOLARIDES, Ed.D.  
Administrator  
Basic Peace Officer Institute  
Office of Training and Professional Development

### STATEMENT OF COMPLIANCE

I have been given a copy of the Fraternization Policy and am aware of its contents.

\_\_\_\_\_  
(Print) Last Name

\_\_\_\_\_  
First Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



Richard A. McGee Correctional Training Center  
9850 Twin Cities Road  
Galt, CA 95632



Richard A. McGee Correctional Training Center Annex  
7150 East Arch Road  
Stockton, CA 95215

Dear Cadet:

The Richard A. McGee Correctional Training Center/Annex are institutional settings. Inmates from Mule Creek State Prison and Deuel Vocational Institution are part of the daily work crews at both training sites. **It is your responsibility to maintain a heightened sense of awareness at all times, and to follow all rules, regulations, and directives of Academy staff. Bringing the following unauthorized items onto Academy grounds jeopardizes the safety and security of these institutions, and will result in disciplinary action, up to and including rejection on probation. The following items are not allowed inside the facility at anytime: Cellular telephones, audio/visual recording devices of any kind, and cameras are strictly prohibited.**

*I have read and understand that cellular telephones, audio/visual recording devices, and cameras are not allowed inside these facilities. I understand that bringing these items into the facilities jeopardizes safety and security of the institutions. I understand that bringing these items into the institutions will result in rejection on probation. I also understand that leaving these items in an unsecured vehicle will also result in disciplinary action, to include rejection on probation.*

---

Cadet Name Printed

---

Cadet Signature

---

Date

**STATE EMPLOYEE RACE/ETHNICITY QUESTIONNAIRE**

(For All New Hires And Retires) SPB 070 St Empl Race/Ethnic Quest(11/89)	DATE:
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**INSTRUCTIONS:**

1. This self-identification questionnaire is part of the new employee package. Self-identification means each employee has the opportunity to select which race/ethnic group he/she most closely identifies with. Complete promptly and return to your Department Personnel Office with your other hiring documents (NOT to the State Personnel Board).

DEPARTMENT NAME	EMPLOYEE'S NAME (print)	SOCIAL SECURITY NUMBER	SEX: <input type="checkbox"/> MALE <input type="checkbox"/> FEMALE
-----------------	-------------------------	------------------------	---

2. Please check the one box below which best describes your race/ethnicity and enter the one letter chosen on this line: \_\_\_\_\_

If Hispanic, check:

If not Hispanic, choose from the following:

(Hispanic does not include persons of Portuguese of Brazilian origin or persons who acquired a Spanish surname)

E.  White

If Asian, check:

If Pacific Islander, Check:

F.  Black

I.  Japanese

P.  Hawaiian

G.  Filipino

J.  Chinese

Q.  Samoan

A.  Mexican, Mexican/American, Chicano

If American Indian, Check:  
 (Member of an American Indian tribe or band recognized by the Federal Bureau of Indian Affairs; or has at least one-quarter blood quantum of tribes or bands indigenous to the United States or Canada (SPB Rule 547.34 requires written verification of American Indian ancestry at time of employment))

K.  Korean

R.  Guamanian/Chamorro

B.  Puerto Rican

L.  Vietnamese

T.  [Other Pacific Islander

C.  Cuban

M.  Asian Indian

\_\_\_\_\_  
(Specify)

D.  Any Other Spanish/Hispanic

S.  Other Asian

X.  Other, not listed

\_\_\_\_\_  
(Specify)

H.  American Indian  
 \_\_\_\_\_  
(Specify Tribe)

\_\_\_\_\_  
(Specify)

U.  Cambodian

\_\_\_\_\_  
(Specify)

N.  Eskimo

V.  Laotian

O.  Aleut

3. Please check the method of identification  A. Self-identification  B. Department Designation (This is only used if the employee does not self-identify)

UNDER PENALTIES OF PERJURY, I DECLARE THAT I HAVE EXAMINED THIS STATEMENT AND TO THE BEST OF MY KNOWLEDGE AND BELIEF, IT IS TRUE, CORRECT, AND COMPLETE.

EMPLOYEE SIGNATURE	DATE
SIGNATURE OF DEPARTMENT REPRESENTATIVE WHO REVIEWED AND APPROVED THE EMPLOYEE SELF-DESIGNATION	DATE

Privacy Statement

Agency Name:

State Personnel Board

Unit Responsible For Maintenance:

The Personnel Office of the employing State department

Authority/Purpose:

Government Code Section 19792 states that "The State Personnel Board shall: (h) Maintain a statistical Information system designed to yield the data and the analysis necessary for the evaluation of progress in affirmative action and equal employment opportunity with the state civil service..."

Providing Information:

The data is encoded by the department Personnel Office and becomes part of the Employment History System kept by the State Controller's Office. It is shared only with the State Personnel Board and the employing department and may be used for statistical purposes in the selection, layoff, or judicial processes. No other disclosures on an individual identifiable basis are made.

Effects Of Not Providing The Information:

Each employee should indicate with which race/ethnic group they most closely identify.

If an employee fails to self-identify, another method of identification will be used by the State Personnel Board since Government Code Section 19792 requires the collection of race/ethnic origin from all employees.

Access:

Individuals can access their records through their Personnel Office.

California Department of Corrections and Rehabilitation  
Basic Correctional Officer Academy

## Linen Issue

Academy Class Number: \_\_\_\_\_

Name: \_\_\_\_\_  
(Please print)      Last                                      First                                      Middle

Institution Going To: \_\_\_\_\_ Room Number: \_\_\_\_\_

<u>Issued</u>	<u>Item(s) Issued</u>	<u>Replacement Cost</u>	<u>Returned</u>
1	Pillow	\$7.50	_____
1	Pillowcase	\$1.50	_____
2	Sheets	\$2.50	_____
1	Blanket	\$15.00	_____
1	Bedspread	\$15.00	_____
3	Towels	\$1.50	_____
1	Washcloth	\$1.00	_____

I understand that I am responsible for the above item(s). If they are lost or damaged, I am responsible for the replacement cost.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# INSTRUCTIONS FOR FILLING OUT THE BASIC CORRECTIONAL OFFICER ACADEMY REGISTRATION SCANTRON FORM

## General Instructions

The following instructions should be read and clearly understood before completing Scantron Form. This is a computerized form, so it is absolutely essential that you follow these instructions accurately and completely. **RETURN THE COMPLETED SCANTRON FORM TO THE ACADEMY ON OR BEFORE MARCH 5, 2008, TO THE FOLLOWING ADDRESS:**

Richard A. McGee Correctional Training Center  
Attn: TESTING OFFICE  
9850 Twin Cities Road  
Galt, CA 95632

Do not duplicate, staple, tear, or fold any part of the Scantron Form.

Use only a wooden Number 2 pencil (do not use mechanical pencils). Do not use a ball point pen or other ink pens to complete any part of the form.

Erase all incorrect marks completely.

Print the information as required in each section in the rectangular box. Then completely fill in the corresponding letter or number in the column below. Ensure that you fill in only one rectangle in each column.

## Personal Information

### FIRST PAGE

1. **LAST NAME** – Limited to 17 spaces. If there are more than 17 letters in your last name, please show the first 17 letters. Leave a space between words, but not between letters.
2. **FIRST NAME** – Limited to 12 spaces. If there are more than 12 letters in your first name, please show the first 12 letters. Leave a space between words, but not between letters.
3. **MI** – Limited to 1 space. If you do not have a middle initial, leave blank.
4. **SOCIAL SECURITY NUMBER** – Limited to 9 spaces.
5. **BIRTHDATE** – Limited to 6 spaces. All rectangles must be filled in. For example, if your birthday is January 15, 1975, you would complete the form like as shown below:

0	1	1	5	7	5
---	---	---	---	---	---

6. **MAILING ADDRESS** - Limited to 23 spaces for numbers, letters, and spaces. Do not list a Post Office (PO) Box. This must be a physical address.

- ◆ Street Name and/or Apartment Number: Abbreviate your street name if it exceeds the number of rectangles available. Leave a space between your residence number and the street name (see example below). For apartment residences, leave one space between the street name and the # sign, followed by the actual apartment number. For example, if your street address is 900 Kettleman Lane, Apartment #8C, you would fill in:

9	0	0		K	E	T	T	L	E	M	A	N		L	N		#	8	C				
---	---	---	--	---	---	---	---	---	---	---	---	---	--	---	---	--	---	---	---	--	--	--	--

**Always abbreviate the following:**

- |                  |             |
|------------------|-------------|
| Boulevard – Blvd | Lane – Ln   |
| Circle – Cir     | Road – Rd   |
| Court – Ct       | Street – St |
| Drive – Dr       | Way - Wy    |

7. **CITY** - Limited to 19 spaces. For cities that consist of two words, i.e., Chula Vista, leave one space between words, as shown in the example below.

C	H	U	L	A		V	I	S	T	A												
---	---	---	---	---	--	---	---	---	---	---	--	--	--	--	--	--	--	--	--	--	--	--

8. **STATE** - Limited to 2 spaces. Print the abbreviation for your state. For example, California would be CA.

9. **ZIP CODE** - Limited to 9 spaces. It is **mandatory** to complete the first 5 spaces. The last 4 spaces are optional.

10. **HOME PHONE** - Limited to 10 spaces. Fill in your home telephone number (including area code).

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**SECOND PAGE - Print your last, first, and middle initial on the top portion of the Scantron Form, as requested.**

11. **DRIVER'S LICENSE #** - Limited to 11 spaces for numbers/letters. Do not leave spaces between letters/numbers.

12. **STATE** – Limited to 2 spaces. Fill in the abbreviation of the state from where your driver's license was issued.

13. **HOUSING INFORMATION - If you are residing on-grounds** at the Academy during your training, leave this area blank and skip this section and go to Number 14.

**If you are residing off-grounds** during your training at the Academy, fill in the box next to Off-Site Housing, located in this section.

14. **ETHNICITY** - To aid the state of California in its commitment to Equal Employment Opportunity (EEO), applicants are asked to provide EEO information. Please fill in the rectangle that best describes your race/ethnicity.

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**THIRD PAGE** - *Print **YOUR** last, first, and middle initial on the top portion of the Scantron Form, as requested.*

**EMERGENCY INFORMATION NOTIFICATION SECTION:** This section is to be filled out with the name of a contact person who will be notified, in case of an emergency. It will also include the emergency contact person's day and evening telephone numbers.

15. **LAST NAME** – Limited to 17 spaces. If more than 17 letters, show the first 17 letters. Hyphenate if applicable. Leave a space between words, but not between letters.
16. **FIRST NAME** - Limited to 12 spaces. Leave a space between words, but not between letters.
17. **DAY PHONE** - Limited to 10 spaces. Fill in the telephone number (including area code) where the emergency contact person can be reached between the hours of 8:00 a.m. to 5:00 p.m.
18. **EVENING PHONE** - Limited to 10 spaces. Fill in the telephone number (including area code) where the emergency contact person can be reached after 5:00 p.m.

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**FOURTH PAGE** - *Print your last, first, and middle initial on the top portion of the Scantron Form, as requested.*

**OFFSITE HOUSING INFORMATION** – Fill out this section **only** if you will be residing **off-grounds** during your training. If you are residing on-grounds during your training, please skip this section and go to the Vehicle Information Section, Number 20.

19. **ADDRESS** - Limited to 23 spaces for numbers, letters, and spaces. This is the address where you will be staying off-grounds during your training. Do not list a Post Office (PO) Box. This must be a physical address.

- ◆ **Street Name and/or Apartment Number:** Abbreviate your street name if it exceeds the number of rectangles available. Leave a space between your residence number and the street name (see example below). For apartment residences, leave one space between the street name and the # sign, followed

by the actual apartment number. For example, if your street address is 900 Kettleman Lane, Apartment #8C, you would fill in:

9	0	0		K	E	T	T	L	E	M	A	N		L	N		#	8	C				
---	---	---	--	---	---	---	---	---	---	---	---	---	--	---	---	--	---	---	---	--	--	--	--

**Always abbreviate the following:**

- |                  |             |
|------------------|-------------|
| Boulevard – Blvd | Lane – Ln   |
| Circle – Cir     | Road – Rd   |
| Court – Ct       | Street – St |
| Drive – Dr       | Way - Wy    |

20. **CITY** - Limited to 19 spaces. For cities that consist of two words, i.e., Chula Vista, leave one space between words, as shown in the example below.

C	H	U	L	A		V	I	S	T	A												
---	---	---	---	---	--	---	---	---	---	---	--	--	--	--	--	--	--	--	--	--	--	--

21. **PHONE NUMBER** - Limited to 10 spaces. Fill in the telephone number (including area code) of the residence where you will be staying off-grounds during your training.

**VEHICLE INFORMATION: Fill out this section, only if you will be bringing your vehicle on-grounds. If you will not be bringing your vehicle on-grounds at any time during your training at the Academy, please leave this area blank.**

22. **VEHICLE PLATE** - Limited to 8 spaces. Do not leave a space between letters.
23. **MAKE** - Limited to 7 spaces. Do not leave space between letters. Use only the following options from the list below to fill out your vehicle make.

- |   |                        |
|---|------------------------|
| Acura                                   | Lexus                  |
| BMW                                     | Mazda                  |
| Buick                                   | MBZ                    |
| Cadillac (use only the first 7 letters) | Mercury                |
| Chevy (for Chevrolet)                   | Metro                  |
| Chry (for Chrysler)                     | Mitsu (for Mitsubishi) |
| Daewoo                                  | Nissan                 |
| Dodge                                   | Olds (for Oldsmobile)  |
| Ford                                    | Plym (for Plymouth)    |
| Geo                                     | Pontiac                |
| GMC                                     | Saturn                 |
| Honda                                   | Suzuki                 |
| Hyundai                                 | Toyota                 |
| Isuzu                                   | Volvo                  |
| Jeep                                    | VW (for Volkswagen)    |
| Kia                                     |                        |

24. **YEAR** - Limited to 4 spaces. Do not leave any of the spaces blank. For example, if the year of your vehicle is 2001, fill out the form as shown below:

2	0	0	1
---	---	---	---

25. **COLOR** – Fill in the color selection that matches closest to the color of your vehicle.

## **NOTE**

***If at any time during your training, your vehicle information changes, you will be required to give your Company Commander an update of the plate number, make, year, and color of the vehicle.***

***If you will not bringing a vehicle on-grounds at the time of registration, and will be purchasing/obtaining a vehicle at a later time during your training, you will be required to give your Company Commander the vehicle information (plate number, make, year, and color of the vehicle).***



10. If assigned to a classroom, all breaks will be either in the classroom or outside the buildings. Cadets will remain quiet and not loiter in the hallways during duty hours.
- TRUE                      FALSE
11. When reporting to any staff member's office, knock on the door and enter only when advised to do so.
- TRUE                      FALSE
12. There should always be two completed Living Quarters Inspection Checklist Forms with their room number, names, and control numbers on a table or dresser top inside their door:
- TRUE                      FALSE
13. Food is allowed in the classroom only during break time.
- TRUE                      FALSE
14. While cellular telephones, pagers, and cameras are permitted to be brought to the Academy, these items will not be allowed within the Academy facility or dormitories. If you bring these items you will be required to store them in:
- A. Your room locker
  - B. The Watch Office
  - C. Your vehicle
  - D. You book bag
15. Cadets who fail to comply with the CCR, Title 15, Government Code, Orders, and/or Instructions, will be subject to the appropriate corrective disciplinary action which could include:
- A. Preventive action
  - B. Corrective action
  - C. Rejection on Probation
  - D. All of the above
16. Pursuant to the California Penal Code, it is a violation of State law to bring weapons, ammunition, and/or alcoholic beverages onto State prison grounds.
- TRUE                      FALSE
17. Which of the following items listed below are considered contraband at the Academy and must not be brought on grounds?
- A. Pocket knives
  - B. Handcuffs and handcuff keys.
  - C. Mace or pepper spray
  - D. Alcoholic beverages or illicit drugs
  - E. All of the above
18. Tobacco products must be secured in your locker from 0730 hours through 1900 hours.
- TRUE                      FALSE

19. When are tobacco products allowed to be used?

- A. While inmate workers are on Academy grounds.
- B. During the hours of 1900 hours through 0730 hours, and on weekends, and only in areas designated by the Academy Administration.
- C. In your personal vehicle any time.
- D. During the hours of 0730 through 1900 hours.
- E. Never.

20. Cadets are allowed to have their cellular telephones in their possession, while inside the Academy facility and on COSITs at the institutions.

TRUE            FALSE

21. Cadets will only park in designated cadet parking areas and will obey all parking lot speed and traffic direction signs.

TRUE            FALSE

### ETHICS

22. Unethical \_\_\_\_\_ or \_\_\_\_\_ will not be tolerated. You will be subject to \_\_\_\_\_, up to and including \_\_\_\_\_.

23. While you are living and training at the Academy, your \_\_\_\_\_ and \_\_\_\_\_ are expected to be a \_\_\_\_\_ to \_\_\_\_\_ and to the California Department of Corrections and Rehabilitation.

24. You are to carry out all \_\_\_\_\_ and \_\_\_\_\_ given by staff.

25. You will not \_\_\_\_\_ any \_\_\_\_\_, either \_\_\_\_\_ or \_\_\_\_\_ of \_\_\_\_\_, that are \_\_\_\_\_ to \_\_\_\_\_ and which might \_\_\_\_\_ upon \_\_\_\_\_ or the \_\_\_\_\_.

26. Due to the \_\_\_\_\_ and \_\_\_\_\_ of the \_\_\_\_\_ and the \_\_\_\_\_, Correctional Officers should be \_\_\_\_\_, \_\_\_\_\_ and \_\_\_\_\_.

27. Correctional Officers are peace officers while on duty. As a peace officer, you should always be \_\_\_\_\_ and tell the \_\_\_\_\_ both on- and off-duty.

28. Cadets reporting for duty and/or returning from liberty under the influence and/or intoxicated, or with the odor of alcoholic beverages on their person, or on their breath, are subject progressive discipline, which could lead to termination.

TRUE            FALSE

29. If an employee becomes aware that a relative or close friend is, or becomes, committed to or transferred to the jurisdiction of the Department, the employee must report what information they have to the Warden, Superintendent, or Regional Administrator?
- A. Inmate(s) full name.
  - B. Relationship
  - C. CDC # (if known).
  - D. Institution
  - E. All of the above.

### **GROOMING STANDARDS AND UNIFORM REQUIREMENTS**

30. When is a cadet required to purchase the Class "B" uniform?
- A. By the end of the 1<sup>st</sup> week of the Academy.
  - B. By the beginning of the 16<sup>th</sup> week of the Academy.
  - C. By the 12<sup>th</sup> week of the Academy.
  - D. By the 15<sup>th</sup> week of the Academy.
31. What section of the Department Operations Manual covers uniforms?
- A. Section 33050
  - B. Section 33020
  - C. Section 33050.1
  - D. Section 33020.6
32. What section of the Department Operations Manual covers grooming guidelines?
- A. Section 33040.6
  - B. Section 33020.1
  - C. Section 33040.1
  - D. Section 32020.6
33. Male cadet mustaches shall not extend below the corner of the mouth.  
TRUE                      FALSE
34. Which alternate uniform for specialized training requires the cadet to wear the utility belt?
- A. Physical Fitness Uniform
  - B. Expandable Baton Uniform
  - C. Alarm Response Uniform
  - D. Arrest and Control Uniform
35. The Academy Cadet \_\_\_\_\_ uniform is mandatory and **MUST** be purchased in advance through the CTC Recreation Fund Store.

36. The CDCR short sleeve jumpsuit is mandatory and two jumpsuits must be purchased prior to your arrival at the Academy.

TRUE            FALSE

**PUNCTUALITY**

37. Exceptions to Academy arrival and departure procedures must be with prior approval from the Academy Watch Commander, and will normally be in writing.

TRUE            FALSE

38. Cadets must \_\_\_\_\_ immediately prior to \_\_\_\_\_ and must \_\_\_\_\_ immediately upon \_\_\_\_\_ the Academy buildings.

39. What office must a cadet notify when they realize they are going to be late for duty or curfew?

- A. Program Office
- B. Scheduling Office
- C. Watch Office
- D. Curriculum Office

40. Cadets must be punctual; tardiness is unacceptable and is a cause for progressive discipline, and if habitual can lead to rejection on probation or dismissal.

TRUE            FALSE

**REVIEWED AND CORRECTED ON** \_\_\_\_\_  
(Date)

**REVIEWING CTC STAFF MEMBER:** \_\_\_\_\_